

# Timberline Church

## Media Tech Job Description

**Job Title:** Media Assistant

**Reports to:** Worship Pastor / Media Lead

**Direct Reports:** Media Volunteers

**Effective Date:** November 2018

### Duties & Responsibilities

- Supervise and lead media volunteers as well as preparation for all venues and services
- Work with the Worship Pastor and media team members to prepare for services and special events
- General upkeep and maintenance of all equipment
- Meet regularly with Worship Pastor and team to provide feedback on performance and to continue to seek new vision and improvement for the department
- Oversee/lead visual aspects of weekend, weekday and special services
- Assembling graphics, videos, and all other visual aspects of services during the week
- Function as an employee of Timberline Church with a servant's heart
- Support and train volunteers
- Other duties as requested
- Abide by the Timberline Church Ministry Covenant

### Skill Set

- Basic knowledge of the following software:
  - ProPresenter
  - Adobe Premiere Pro
  - Adobe Photoshop
  - Live production experience is a plus, but willing to train

### Time Commitment

- 40 hours per week (work hours flexible depending on events)
- Weekends required
- Weekly staff chapel
- Weekly department meeting
- Possible overtime during Christmas and Easter Season

**This is a full-time position**