**Heritage Church is seeking**

**our next Technology Coordinator!**

**Position Title: Part-Time Technology Coordinator**  
Reports To: Senior Minister  
Time Commitment: Approximately 6–8 hours per week  
Compensation: $650 per month  
Required Availability: Sunday mornings, 9:30 AM – 12:00 PM

Position is open beginning March 1, 2025

**Position Overview**

Are you energized by the thought of blending technology and creativity to shape meaningful events? Our welcoming church community is looking for a Technology Coordinator who will be at the heart of making Sundays run smoothly – both in person and online. In this role, you’ll have the opportunity to flex your technical expertise, collaborate with a supportive team, and put your problem-solving skills to work. If you enjoy seeing your work have an immediate, positive impact on others, we’d love to hear from you.

**Key Responsibilities**

1. **Prepare Audio-Visual Setups for Each Service**
   * Communicate with presenters or speakers about sound placement, movement throughout the worship space, and any other technical considerations the week preceding the service.
   * Annotate the Order of Service with clear technical cues (e.g., when to change slides, adjust audio levels, or cue special elements).
   * Collaborate with worship leaders to finalize the weekly presentation (PowerPoint), embedding YouTube videos, adjusting sound, adding graphics, etc.
   * When not running the service, provide a detailed cue sheet to volunteers, ensuring they can seamlessly follow the worship plan.
2. **Oversee Sunday Service Technical Operations**
   * Ensure all equipment is charged and configured correctly each Sunday.
   * Run the service presentation, manage sound cues and mic placements, and handle any live adjustments for Zoom or in-person attendees.
   * Record and save Zoom or in-person service files for post-production needs.
3. **Video Editing and Online Content Management**
   * Edit service recordings to remove or mask sensitive content and maintain audio consistency across the video.
   * Render final videos and upload them to YouTube or other platforms, obtaining necessary permissions if personal information appears in the recording.
   * Organize and archive video files for easy future access.
4. **Provide Technical Support for Special Events**
   * Assist with memorial services, town halls, annual meetings, and other occasional gatherings, coordinating technology needs and gathering presentation slides and sound/video requirements.
   * Communicate with event organizers, ensuring any additional media (such as slides, music, or recordings) is prepared in advance.
5. **General Technology Management**
   * Maintain a well-organized Google Drive, archiving frequently used slides and assets for future services and events.
   * Respond to occasional technical inquiries from staff, committees, and church leadership, offering guidance on A/V and other tech related to producing services.
   * Proactively identify areas for improvement and make recommendations to enhance the church’s A/V technology infrastructure.

**Qualifications & Skills**

* Proficiency with presentation software (PowerPoint), audio/video recording equipment, and Zoom.
* Basic video and audio editing skills (familiarity with common editing tools and processes).
* Excellent communication skills and ability to collaborate with a wide range of individuals.
* Reliable, organized and detail-oriented, with strong problem-solving abilities.
* Comfortable working in a worship environment and supporting the church’s mission.
* Ability to troubleshoot technical issues calmly and effectively under time constraints.

**Work Environment & Physical Requirements**

* Must be able to lift and move moderate equipment (such as microphones, cables, small speakers).
* Will work onsite Sunday mornings, with occasional additional hours for special events. Service preparation and other tasks may happen remotely.

**How to Apply**

Please send your resumé and contact information for two references to Rev. Bill Gupton at [revbillgupton@gmail.com](mailto:revbillgupton@gmail.com). We look forward to meeting a technically savvy individual excited to support our community’s worship and events!