

Position Description
MEDIA PRODUCER
Falls Church Presbyterian Church

Summary: The Media Producer will expand FCPC staff capacity to plan and execute enhanced use of technology for worship and to communicate FCPC's vision and values. The Media Producer will serve as both consultant (helping FCPC create a vision and plan for the use of technology) and technician (implementing the enhanced use of technology). The Media producer will be able to work independently and not require much supervision from staff.

Position requires, at a minimum 5 hours a week, all but one hour on Sunday morning to start, with one hour during the week to do prep for Sunday, paid hourly at \$25 - \$30/hour, depending on experience. Reports to Diane Maloney. This amount of time allotted is for the beginning of the process prior to the infrastructure upgrade in the building. Once the new system is in place, the hours will increase to up to 10 hours a week to allow for learning the new system, putting it into place, trouble shooting, learning the computer applications and applying their skills to expand our capacity for AV and outreach into the community.

Requires one weekday, daytime hour, to start, plus four hours on Sunday between 7:30 a.m. and 12:00 p.m., depending on whether there is one service or two. Summer hours may be adjusted. Time off can be scheduled by mutual agreement with the supervisor contingent on arrangement for coverage.

Responsibilities include:

- Consult with the Ministers, the Music Director to create new ways of using technology to deliver content and to communicate effectively with various audiences.
- Coordinate the implementation of a design and build proposal from audio-visual design/build firms.
- Prepare and produce audio-visual worship service resources. Considerations of liturgical year is important.
- Collaborate with the Ministers and Music Director to prepare elements for two (2) weekly worship services. Provide creative input on the best way to present material. May include editing videos, scanning and/or formatting images, editing and/or formatting audio clips or sound effects.
- Attend all weekend worship services to manage A/V operations.
- Expediently/productively edit and produce video content arising out of services and other events. Work with the staff to provide edited audio and/or video content for website and social media, as well as streaming and on-demand content.
- Ensure copyright laws are understood and followed.
- Create a system of storing all master media content.

Additional work, as available:

Operating audio, and preparing slideshows, videos, and/or recorded music for occasional events such as memorial services, lectures, Vespers services, etc.).

Experience and skills:

- Basic knowledge and understanding of the components of live video streaming (both technology and aesthetics) including graphic design and implementation, and video production and editing (for example, Final Cut Pro or another comparable tool) for inclusion in worship service live streams as well as social media.
- Set up and operation of in-house sound systems for front of house support and video streaming, as well as recording.
- Understanding of wireless microphone technology and an awareness of regulations governing wireless systems.
- Basic understanding of microphone types and uses to provide optimum sound reproduction for music and speech during worship services and other events.
- Knowledge and skills to implement all relevant A/V systems: audio and video recording/editing and playback, graphic production, camera coverage and switching.

A desire to continue to learn and to remain aware of the changes in the rapidly evolving A/V technology field is very desirable.