



HOLY TRINITY

LUTHERAN CHURCH

Job Description

Position Title: Media Specialist

Classification/FLSA: Non-Exempt

Reports to: Pastor

Summary/Objective of Position: Holy Trinity is looking for a Media Specialist to provide on-site media support to in-person worship services.

Essential Functions:

- Mixes sound during Sunday morning and Wednesday evening worship services, as well as Christmas, Easter and other special worship events.
- Mixes sound during rehearsals, performing sound checks to troubleshoot issues prior to worship.
- Operates video and lighting equipment for services, rehearsals, and special events as needed.
- Trains volunteers in operating sound and video equipment as needed.
- Complies with licensing and copyright standards.

Competencies:

- Initiative – enjoys working hard and is action-oriented and energetic; does not wait for direct requests to complete obvious tasks; looks to improve processes and procedures.
- Leadership – skilled at building and directing a team of volunteers.
- Knowledge – proficient in sound system logistics and live streaming procedures.
- Attention to Detail – attends to issues and circumstances which must be addressed; takes pride in consistently producing excellent audio and visual experiences.
- Team Orientation – demonstrates interest, skill and success in team environments; communicates with integrity with all staff; steps up to offer self as a resource to other members of the team; professional in appearance and demeanor so as not to detract from organization success.

Supervisory Responsibility: This role does not directly supervise other staff but may be asked to provide media guidance/recommendations to other staff members and volunteers.

Work Environment: The nature of this position involves on-site work.

Physical Demands:

- Able to lift 25 pounds.
- Physical requirements include sitting, walking, standing, bending, squatting, kneeling, and lifting.

Position Type/Expected Hours of Work: This position is part-time [compensated per service (Wednesday evening and Sunday morning); competitive compensation].

Travel: This job may require limited local travel.

Required Education & Experience:

- High School Diploma or GED.
- Experience mixing live sound systems (experience with digital mixer Behringer x32 preferred).
- Experience with video equipment and live streaming.

Preferred Education & Experience:

- Formal live sound training and professional sound engineering experience.
- Experience serving in a church or worship setting.
- Demonstrates understanding of industry standards and techniques.

Holy Trinity Lutheran Church (HTLC) is an equal opportunity employer and it is the policy of HTLC to prohibit discrimination based on race, color, sex, age, national origin, disability, genetic information or any other consideration made unlawful by applicable law. As a religious organization, HTLC reserves the right to make employment decisions based on its religious and moral principles.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.