



**Wesley United Methodist Church
14 N. May St., Aurora, IL 60506**

Audio-Visual Editor and Technician
Description

Wesley welcomes into the full life of the church persons of every race, culture, gender, sexual orientation, gender identification, age, physical ability and economic status.

Required Proficiencies:

1. Multi-camera set-ups, video recording, video editing.

Volunteers and staff create multiple pieces of video and audio each week, sometimes independently, sometimes with help and guidance. All the material is then edited, sequenced, produced and uploaded.

2. Google Docs, DropBox and Microsoft Suite.

We use these tools for organizing and scripting online events (mostly worship services). From these we recruit volunteers to create various pieces of video and audio. The person in this position doesn't need to create these documents but will need to interact with them regularly by interpreting the script and bringing it to visual life through the editing process.

3. Online platforms like Vimeo and Online Church Platforms.

Once events are fully edited and produced, they are uploaded and scheduled for sharing with congregation and wider public.

4. Soundboard and in-person sound and video management.

Currently we are not gathering for in-person worship, but we expect to return to it at some point in the summer of 2021. We use two different spaces for worship, each has its own soundboard and video projection system. The sounds systems are a Yamaha Commercial Audio ProVisionaire control via tablet and/or wall mounted and a Mix Wizard 16 input mixer with dual digital effects with Ashly Equalizer and QSC amplifier.

Expectations and Responsibilities:

1. Edit weekly online worship services and other occasional events (concerts, lectures, etc.) for uploading to various platforms.
2. Lead as audio-visual technician and coach in the creation of short-form video and audio content for uploading to various social media and other online platforms. Some of this work will be in person, the bulk of it will be in the form of providing instructions and guidance for video creation prior to the editing process.

3. Oversee technical needs for online and in-person services.
Note: Currently we are not meeting in person, but we expect to resume sometime in the summer of 2021. Our online services are not live-streamed. They're fully edited and produced in advance of broadcast.
4. Communication and collaboration with staff and volunteers, both in person and through electronic means (using email and Google Docs for interaction and communication). Some understanding of the basic patterns of traditional Christian worship is helpful but not required.

Immediate Supervisor: Worship Coordinator

Final Amenability: Pastor

Cooperative Relationships: This part-time employee will be considered Church professional staff [paid servant] and will work with and under the direction of the Worship Coordinator. This employee will work as a team member with all church staff, as well as the Governing Board, other coordinators and congregational volunteers. To the extent that the Pastor may have connectional responsibilities within the Conference or the General Boards of the Church, the Audio-Visual Editor and Technician will cooperatively work with persons in the larger church.

Additional Responsibilities:

- Periodic staff meetings (staff meets weekly but this position is not required to attend).
- Periodic worship planning meetings (planning team meets monthly but this position is not required to attend).
- Be present & participate at events that require “all-hands-on-deck.”
- Attend a minimum of one annual training for continued growth as it relates to responsibilities.

Suggested hours: 12 hours per week with a guaranteed annual salary of \$11,232.

Send resume and cover letter to: <mailto:jobs.wumc@gmail.com>.