



First Presbyterian Church
of Brighton

Love God, Love One Another, Reach Out.

Tech Coordinator

****Reports to Head of Staff and works directly with volunteer leadership. May also collaborate with the Music and Worship Director.**

****Part Time position.**

Position Description

Working with the volunteer tech crew, the Tech Coordinator ensures the smooth execution of all technical aspects of Sunday morning worship both online and in-person and assists as needed with other technical aspects of ministry for the congregation and staff.

Duties:

- Monitor and direct all tech support for Sunday Morning worship services.
- Coordinate the Tech Support Schedule for all worship services.
- Train and coordinate volunteers for Boxcast livestream, visual media and sound technicians.
- Assist volunteers and staff with the development of visual media for worship and special events.
- Assist with Sunday morning set up and take down of equipment as needed for worship.
- Assist the praise band in set up and take down of equipment during rehearsals.
- Support with technical needs of special worship services such as Weddings and Funerals as personal schedule allows.
- Monitor the proper maintenance use of all audio and visual equipment.

Tech Coordinator must have:

- A strong familiarity with, or the ability to learn quickly, the functions of Boxcast (livestream), PowerPoint (or similar media), and Soundboard operations.
- The ability to encourage and work with volunteers.
- Strong computer skills.
- A flexible attitude and the ability to think quickly when under pressure.

Compensation: \$25 - \$30 an hour (between 10-15 hours a week)

Contact the First Presbyterian Church office for more information: (810) 227-7411
OR Pastor Scott Phillips scott@brightonpresbyterian.org