



# AGAPE FAMILY WORSHIP CENTRE

## JOB DESCRIPTION

**Job Title:** Media Technician

**Department:** Media

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### Position Summary:

Agape is seeking a dedicated and skilled Media Technician to join our team and support our multimedia needs. The Media Technician will play a vital role in ensuring smooth operation and delivery of audio, video, and lighting systems during church services, events, and other programs. The ideal candidate should possess a technical background, have experience in multimedia production, and be able to work effectively in a dynamic and fast-paced environment.

### Responsibilities:

1. Audio-Visual Support: Set up, operate, and maintain audio, video, and lighting equipment, including soundboards, microphones, cameras, projectors, and screens for church services, events, and special programs.
2. Live Streaming and Recording: Oversee the live streaming of church services, ensuring quality audio and video transmission. Record and edit audio and video content for archiving, promotional materials, and online distribution.
3. Multimedia Production: Create and edit multimedia content, including videos, graphics, presentations, and slideshows, to enhance worship services and events.
4. Technical Troubleshooting: Diagnose and resolve technical issues related to multimedia equipment, audio systems, and lighting setups promptly and efficiently.
5. Equipment Maintenance: Regularly inspect and maintain multimedia equipment, troubleshoot faults, and coordinate repairs or replacements when necessary.
6. Media Planning: Collaborate with church staff and volunteers to plan and execute multimedia elements for various church events, such as worship services, concerts, conferences, and outreach programs.
7. Team Collaboration: Work closely with pastors, musicians, worship leaders, and other church staff to ensure seamless integration of multimedia components into church services and events.

8. Training and Support: Provide training and support to volunteers involved in media production and operation of multimedia equipment, ensuring they can effectively contribute to church activities.
9. Media Library Management: Organize and maintain a library of multimedia resources, including audio recordings, video archives, stock images, and licensed media materials.
10. Stay Updated: Stay abreast of emerging trends, technologies, and best practices in multimedia production and present recommendations for enhancing the church's media capabilities.

Qualifications:

1. Education: High school diploma or equivalent. Additional training or certification in multimedia production, audio engineering, or related fields is preferred.
2. Experience: Prior experience working with audio, video, and lighting systems in a live production environment. Experience in multimedia production, video editing, and live streaming is highly desirable.
3. Technical Skills: Proficiency in operating audio-visual equipment, including soundboards, microphones, cameras, projectors, and lighting systems. Familiarity with multimedia software and tools such as Adobe Creative Suite, video editing software, and live streaming platforms.
4. Problem-Solving: Ability to diagnose and resolve technical issues related to multimedia equipment and audio systems. Strong troubleshooting and problem-solving skills are essential.
5. Communication and Collaboration: Excellent interpersonal and communication skills. Ability to work collaboratively with diverse teams and volunteers to achieve common goals.
6. Organizational Skills: Strong attention to detail and ability to manage multiple tasks simultaneously while maintaining accuracy and meeting deadlines.
7. Flexibility: Willingness to work irregular hours, including evenings, weekends, and holidays, as needed for church services and events.
8. Ethics: Maintain a high level of professionalism, integrity, and confidentiality in handling sensitive church-related information and media content.
9. Passion: A genuine interest in serving the church community and contributing to the spiritual growth and worship experience of its members through multimedia support.

Note: This job description outlines the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.