



**8190 Lincoln Rd. Beulah, MI 49617**

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**[www.benziestandrews.com](http://www.benziestandrews.com)**

**Job Description: Church Media Assistant**

**\$15/hr**

**Position Overview:**

The Church Media Assistant will play a crucial role in enhancing the worship experience and facilitating smooth multimedia operations during Sunday services and various church events. This position is ideal for someone with an interest in audiovisual equipment, live streaming, and presentation software, who is dedicated to supporting our church's mission through efficient media coordination.

This position is entry-level. Training will be provided by our Church Media Director.

**Schedule:**

**The Church Media Assistant's regular schedule will primarily revolve around Sunday mornings and may include additional days as needed for special events and rehearsals.**

The standard schedule is as follows:

**Sundays:**

9:00 AM: Arrive at the church to set up and test audio equipment.

9:45 AM: Coordinate with worship team and choir for soundcheck and audio adjustments.

10:30 AM: Sunday service begins - manage audio, streaming, and slides throughout the service.

12:00 PM: Conclude the service and assist with media breakdown and equipment storage.

**Additional Days (As Needed):**

Rehearsals: Assist with audio and slides during special events, weddings and concerts.

Special Events: Coordinate with the media team for audiovisual support during concerts, conferences, lectures, memorials and other church events.

**Responsibilities:***Audio Management*

Set up and operate audio equipment, including microphones, speakers, and soundboards, to ensure high-quality audio during church services and events.

Coordinate with musicians, worship leaders, and guest speakers to ensure their audio requirements are met, and assist with soundchecks as needed.

Monitor audio levels and troubleshoot any issues that may arise during services or events.

*Live Streaming*

Assist in management of the live streaming setup for Sunday services and other church events, ensuring a seamless broadcast for online viewers.

Operate streaming software and equipment to ensure the transmission is stable and of excellent quality.

Collaborate with the media team to integrate multimedia elements into the live stream.

Prepare and operate presentation software (e.g., VMix) to display hymns, sermon slides, and other visual elements during services and events.

*Technical Support*

Provide technical support for any media-related equipment used during services and events, troubleshooting and resolving issues promptly.

Assist in maintaining and organizing media equipment, ensuring it is in good working condition for future use.

*Collaboration*

Work collaboratively with the Church Media Director, worship team, and other church staff to ensure cohesive and synchronized media presentations.

Be adaptable and willing to assist with other media-related tasks and projects as needed.

**Qualifications:**

- Strong technical aptitude and troubleshooting skills to handle any unexpected technical issues during services and events.
- Excellent communication and interpersonal skills to work effectively with church staff and volunteers.
- A proactive and detail-oriented approach to ensure smooth and error-free media operations.

This position offers a unique opportunity to serve our church community by utilizing your technical expertise and passion for media coordination. If you feel called to contribute to the worship experience and support our church's mission through media, we encourage you to apply. Please submit your resume and a brief statement explaining your interest in this role to Jennifer Adkins at [media@benziestandrews.com](mailto:media@benziestandrews.com).