



Our Saviour Lutheran Church, ELCA

300 West Fowler Avenue, West Lafayette, Indiana 47906

Pastor Randy Schroeder

Job Description

Job Title:	Live Stream Production Specialist
Supervised by:	Pastor
Hours:	10-15 hours per week
Benefits:	Three weeks/ vacation per year, non-consecutive, but negotiable
Salary:	Paid hourly \$15.00-20.00/hour, depending on experience and knowledge.

Job descriptions are considered general in nature and are not intended to limit the assignment of work.

Applications Requirements: Job application, High School Diploma or equivalent, Associates Degree preferred, Basic technical knowledge of video/audio software, cameras and soundboards.

Digital Media Specialist:

This position is responsible for the preparation, production, and post-worship processing of the live stream component of OSLC's weekly worship service.

JOB MISSIONS:

*****Current weekly duties include*****

- Scheduling of weekly **Facebook Live** video of **Zoom** worship live stream
- Creating the weekly combination Pre-prelude Early Bird Special Music and Prelude Music video (**Final Cut Pro**)
- Creating final versions of the pastor's weekly "Intro" and "Outro" videos (**Final Cut Pro**)
- Creating copyright slides (to be used in the Prelude video) for the live streamed music (**Powerpoint/Keynote**)
- Creating scripture text / image slides for use in the weekly sermon (**Powerpoint/Keynote**)
- Creating information slides for use in Pre-prelude video (**Powerpoint/Keynote**)
- Reviewing and occasionally editing hymn videos created by the music director (**Final Cut Pro**)
- Creating the necessary video / text / camera "scenes" in **Ecamm Live** that match their sequence in the worship service

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- Marking up the weekly worship bulletin with the necessary Zoom worship production notes (**Adobe Acrobat**)
- On Sunday morning prior to worship, verifying that all the A/V technologies at OSLC are operational
 - * Internet, sound system, video cameras, computer and computer software
- Managing all aspects of the production of the live streamed worship service itself using **Zoom** and **Ecamm Live**
 - * Using production notes, the worship bulletin, and the pastor's sermon notes
 - * Ecamm Live "Scenes", incorporating use of recorded video, live video feeds, and the sound system
 - * Live stream feeds to Zoom and Facebook
- Processing of Ecamm video recordings post-worship to post to OSLC's YouTube channel (**Final Cut Pro, Handbrake**)
 - * Full length worship
 - * Abbreviated worship
 - * Sermon only
 - * Sermon audio only (Audacity)
- Creating & publishing weekly Web pages at osluth.org with links to YouTube videos of worship and sermons (**WordPress**)

NOTE: These duties will evolve with the pending move from "live stream only" worship to some combination of in-person and live stream worship. The exact changes in duties will depend on the exact structure of the hybrid worship model.

EXPERIENCE / KNOWLEDGE or Willingness to Learn

- Soundboards (audio mixers)
- Apple operating systems in general
- Microsoft Powerpoint or Apple Keynote
- Apple Final Cut Pro (video editing)
- Apple Compressor (video and audio rendering)
- Ecamm Live (production & broadcast of live stream)
- Facebook (scheduling live videos)
- Zoom (managing recurring meetings)

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- WordPress and Web page editing in general
- Handbrake (open source video transcoder)
- Audacity (audio editor)
- Videography in general

OTHER DUTIES AND RESPONSIBILITIES

- Ensuring software on iMac computer remains up to date (e.g., MacOS, Ecamm Live, Loopback)
- Ensuring PTZOptics video cameras remain in good working order
- Working with the pastor on special videography needs for the worship service
- Serving as the live streaming “tech” sounding board for the Pastor and staff

PERSONAL ATTRIBUTES

- Attention to detail, organization skills
- Self-motivation
- Ability to be proactive and plan ahead
- Ability to take charge in role as live stream producer
- Creativity with live stream technology
- Flexible work schedule
- Willingness to devote 3 - 4 hours at OSLC each Sunday morning, in addition to the time required during the week for live stream preparation and post-worship video editing
- Strong Integrity and Character
- Enjoys and has the ability to work well with people

REVIEW AND SUPPORT

- Annual performance review by supervisor.
- In conjunction with the Senior Pastor to develop and maintain a growth and development plan, which will be reviewed at least annually.