

Technology and Media Assistant

Job Description

Supervisor: Director of Tech and Media Terry Johnson

Hours: Part Time, \$12.50/hour

Overview:

The Technology and Media Assistant aides the Director of Technology and Media in the pursuits to install, use, maintain, and improve the technology and media at Huntsville First United Methodist Church.

Key Roles and Responsibilities:

Technology

- Facilitate the hard set-up of computers. This includes ensurance of proper specifications, wiring, and cable management.
- Maintain and assist the use of office technology.

Media Production

- Assist in filming and editing assorted videos for the use of the church. These consist of announcement and campaign videos, pre-recorded services, event coverage, and videos that support creative engagement with the congregation.
- Assist in capturing photos for the church. These consist of staff photos, campaign needed photography, event coverage, and requested media from the Director of Communications.

Worship Production

- Assist the Director of Technology and Media in the hard set-up and maintenance of worship equipment.

Website

- Assist in updating This Week @ Huntsville First on Tuesday mornings.

Other

- Cut and distribute posters and postcards for the Communications Department.
- Other duties as assigned.