



Saint Mark Presbyterian Church

10701 Old Georgetown Road
North Bethesda, MD 20852
301-530-0600
www.saintmarkpresby.org

Tech Director Position

Date Listed: 04/03/24

Employee Position: Tech Director

Reports To: Pastor/Head of Staff

Type Of Contract: Part Time; Nonexempt; At will

Work Hours: Maximum 5 hours/week

Compensation: \$30.00/hr. -- \$150/week

Terms:

- Employment is at will, meaning either party may terminate the agreement at any time with or without cause with a minimum of 30 days' written notice.
- The Tech Director will receive 2 weeks paid vacation. If additional time off is needed, the Tech Director may arrange for unpaid leave at the discretion of the Pastor/Head of Staff & Personnel Committee.
- Performance evaluations will be provided by Pastor/Head of Staff & Personnel Committee 6 months after date of hire, then annually on signed date of Employment Agreement to be signed by both parties.
- Saint Mark Presbyterian Church will pay Tech Director on the 1st day of the month, based upon the hours worked the previous month. The Church shall withhold taxes from Tech Director's pay, as required by law based on the W-4 that is submitted to the Church.

About the Position:

The Worship Tech Director is responsible for coordinating our Hybrid Worship Services, acting as primary Zoom host, managing the audio & video experience of worship, & providing other program assistance as needed. This role will provide support for weekly Sunday morning worship services as well as other holiday/special occasion services as needed.

Essential Functions

- **Host Zoom Meetings/Facebook Live Broadcasts:** You will be the primary host for our worship services that are broadcast over Zoom & Facebook Live. You should be able to do the following activities in Zoom &/or Facebook Live:
 - Start & end meetings (Zoom, Facebook)
 - Enter information in chat & manage chat responses (Zoom)
 - Pin/Spotlight users to assure all viewers see the pinned user (Zoom)
 - Create & end breakout rooms (Zoom)

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- **Manage Audio/PA for Services:** You will operate or coordinate with a volunteer who will operate the church's Audio/PA system for services:
 - Use a mixing board/PA board to control volume of presenter microphones, musical instrument microphones, & computers that may be used to play videos or music.
 - Ensure all wireless microphones have fresh batteries & are distributed to presenters.
 - Ensure that audio from the PA system can be heard in the Zoom & Facebook Live broadcasts & make adjustments to volume levels as needed.
 - Manage Cameras & Video Switcher used for Zoom/Facebook Live.
- **Operate cameras & a video switcher:**
 - Manage 3 remote-control cameras & a video switcher during Zoom/Facebook live broadcasts
 - Adjust cameras (Pan, Tilt, & Zoom adjustments) to track speakers, singers, & other activities during service.
 - Switch between cameras & computer showing slides using a video switcher.
 - Monitor & control Zoom & Facebook live audio levels using a video switcher.

General Understandings:

- There shall be no change or amendment to this Agreement unless it is in writing & signed by both parties.
- This agreement supersedes & cancels any prior agreement of the parties.
- This Agreement is based on the laws of the State of Maryland & if any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of the Agreement shall remain in full force & be in no way impaired.

To Apply:

Send email with resume to office@saintmarkpresby.org w/ header, "Tech Director Application"