LIVESTREAM MANAGER

Reports to: Director of Operations
Status: Part Time: 5-hour call per week
FLSA: Non-Exempt

Job Summary
The Livestream Manager is responsible for overseeing the live stream presentation of all Sunday worship services, hybrid meetings, and other events as needed. Work schedule will generally be Sundays from 8:30am to 1:30pm, with accommodation made for time off, at a rate of $200 per Sunday. Additional work may be available pending private events schedule, with fees to be negotiated with those clients.

Essential Functions:
- Setting up and maintaining all cameras, TVs and monitors, cables, etc.
- Ensuring live streams are started to the appropriate media platforms, and ended appropriately
- Switching between cameras as needed throughout worship services and other events
- Monitoring and adjusting audio and visual quality, and other troubleshooting tasks, during worship services and other events
- Properly storing all equipment at the conclusion of worship services and other events
- Supervising and scheduling all volunteer videographers from the congregation

Minimum Qualifications:
- Minimum of 2 years of A/V experience
- Working knowledge of all videography equipment
- Strong communication skills
- Some supervisory experience preferred

Physical Requirements:
- Able to work sitting or standing for moderate periods of time
- Ability to lift up to 20 pounds

Core Competencies:
- Organizing: Can gather and organize resources and people to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently.
- Attention to Detail: Attends to many small pieces that must be assembled into an organized whole; accurate in keeping records and producing materials.
- Trust and Integrity: keeps confidences, is trustworthy, and responds to situations calmly and reliably.
- Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions and probes all fruitful sources for answers; can see hidden problems; is excellent at analysis.
- Process Management: Good at figuring out the processes necessary to get things done. Understands how to separate and combine tasks into efficient work flow.
- Time Management: Uses time efficiently and effectively.

Important Notices:
- This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.
- "Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records."
- We are an Equal Opportunity Employer: M/F/Vet/Disabled