

## **Position Description**

September 2022

**Job Title:** Technical Arts Director

**Hours:** 15/week, including most Sunday mornings, and some weekday evenings

**Reports to:** Associate Minister

**Supervises:** Worship Tech Volunteers

**Compensation:** \$20/hour

**Job Summary:** The Technical Arts Director oversees the sanctuary and social hall A/V system and technical volunteers, ensuring high quality audio and video support for live music in our in-person worship as well as for our livestream on zoom.

This includes some co-creation and editing sound and video files, and creative collaboration with the ministers and music director to produce high quality worship and ritual experiences. Worship services are each Sunday at 9 am and 11am. Occasional other services, such as memorial services and special holiday services or rituals, round out our church's offerings.

### **Duties and Responsibilities:**

1. Responsibility for the technical production of worship, vespers, and other church services. Includes:
  - a. Serves as technical lead for services
  - b. Ensures livestream feed to zoom works properly
  - c. Manages volunteers working as A/V in booth, zoom DJs, and other tech support people, including recruiting, training, and thanking volunteers
  - d. Ensures tech volunteer calendar is maintained and that volunteers are scheduled weeks in advance and finding subs as needed
  - e. Suggests and implements technical improvements for services
  - f. Troubleshoots and resolves technical issues
  - g. Researches and suggests new technology as appropriate
2. Content Creation
  - a. Collaborates with worship leaders on aesthetics and content
  - b. Works with worship leaders on researching copyright permissions as needed
  - c. Creatively participates in producing new video and audio recordings as needed
  - d. Edits videos using movie software for optimal quality and positive viewer experience
  - e. Produces "worship highlights" videos for church website.
  - f. Participates in visioning and production of special worship elements such as child dedication ceremonies, gratitude moments, and volunteer recognition.
  - g. Participates as member of First Unitarian staff team, attending monthly all-staff meetings and twice-yearly staff retreats

### **Skills:**

Production Sensibility: understands the role camera positioning, sound mixing, transitions have in audience experience. Helps create a moving worship experience for congregants.

Technical savvy: skilled with Zoom, video production software, converting other video formats to MP4, familiarity with both Mac and PC operating systems

Video and Audio Editing: creates polished products

Copyright Awareness: can develop procedures for working with ASCAP, BMI, Christian Copyright Solutions, OneLicense

Leadership: Able to effectively lead a team of tech volunteers and recruit new volunteers as needed

Curiosity: about new technologies, innovation to improve worship experience

Grounded in UU Values: Supports church mission and UU principles. Understands basic UU theology and willing to learn more as they create media that supports religious experiences at First Unitarian.

Committed to Anti-racism and Anti-oppression: supports diversity (including but not limited to religious, ethnic, racial, ability, gender identity, and sexual orientation). Personal commitment to ongoing learning in these areas.

To see our mission: <http://uuabq.com/mission/>

For more on UU principles: <https://www.uua.org/beliefs/what-we-believe/principles>

***Education and/or experience in theater, television, and/or digital media preferred. Church experience (inside or outside First Unitarian) a plus.***

Benefits include paid vacation, holidays and sick leave. This is a family-friendly workplace. See First Unitarian's Personnel Policy Manual for additional benefits and information: <http://uuabq.com/wp-content/uploads/2019/03/2019-Personnel-Policy-Manual.pdf>

To apply, send a resume and cover letter to the Rev. Bob LaVallee at [blavallee@uuabq.org](mailto:blavallee@uuabq.org). No calls please. Applications will be considered as they are received until the position is filled. You are encouraged to apply as soon as possible.

*First Unitarian is an equal opportunity employer.*