



## Church of the Nativity Job Description

**Title:** Weekend Video Tech  
**Department:** Production Department  
**Reports To:** Assistant Director of Production & Director of Production  
**Hours:** Contract work - 8.5 - 13 hours a week (detailed below)

### General Description:

Assist in Nativity's in person and online broadcast feeds, providing creative input to grow and improve our broadcasts and online experience through Video.

### Primary Responsibilities:

#### Saturday (3.5 - 5.5 hours) approx. 3:00-6:30pm (new series weekends 1:00-6:30pm)

- Turn on Video system, Crestron, monitors, cameras, IMAG/BC Video panels, Shader Panels, graphics computer, message laptop, and Live location lights and ensure everything is in good working order
- Attend and/or Run Production meetings 1 hour before Mass
- Eventually fill in as one of the Producers for Weekend Masses
- Fill in at other CT positions
- Load and/or Fix Last minute Graphic or Script Issues
- Troubleshoot any video or monitor issues as they arise
- Meet with camera ministers and provide any training if required
- Before leaving help fix any issues that came up during 5pm Mass
- Reset booth, graphics, videos and turn off and charge cameras.

#### Sunday (5 - 7.5 hours) approx. 7:30am-12:30pm & 4:15-6:45pm(Sept through May)

- Turn on Crestron, monitors, cameras, Live location lights and ensure everything is in good working order
- Attend and/or Run Production meetings 1 hour before Mass
- Fill in as one of the Producers for Weekend Masses
- Troubleshoot any video or monitor issues as they arise
- Reset Video and Graphics for 11am Mass
- Attend and/or Run production meetings.
- Meet with camera ministers and provide any training if required
- Adjust any comms devices that may need to be for Mass needs
- Reset, turn off and charge cameras, Video system, Crestron, monitors, IMAG/BC Panels, Shader Panels. Double check lighting consoles turned off, and ensure everything else is in good working order.

Special Events - Event by event basis

## **Qualifications:**

**Education:** Bachelors Degree preferred

**Experience:**

**Special Skills or Knowledge Areas:** Experience with Audio & Video Production Technology

## **Required Skills**

- Desire to learn and grow in technical knowledge
- Passion for excellence in all things
- Ability to make sound, critical decisions under pressure
- Excellent communication and people skills

## **Bonus Skills**

- Proficiency with Adobe Suite (Premiere, After Effects) or other video editing software
- Prior experience with Blackmagic cameras
- Prior experience using Planning Center Online
- Prior experience with ProPresenter and/or ProVideo Server

## **Supervisory responsibilities:**

- **Positions:** N/A
- **Ministries:** Creative Tech

## **Competencies:**

### Builds Relationships

- Develops and leverages effective working relationships with other members of Nativity Staff as well as ministers and church members
- Acts with respect toward others
- Gains acceptance by understanding the viewpoints of others and seeking win win solutions

### Communicates Effectively

- Provides clear, consistent and timely communications
- Gives compelling reasons for ideas and recommendations

### Strategic Focus

- Continually works to create an irresistible environment at Nativity
- Works to see around the corner to anticipate future trends and consequences
- Translates Nativity vision into clear and effective plans

### Delivers Results

- Develops and consistently executes performance objectives
- Can be counted on to achieve goals successfully
- Consistently performs and adds value

### Leads Effectively (Only include this Competency for positions that manage other positions or Ministry Leaders)

- Assesses and fills positions with qualified individuals

- Sets clear and measurable goals; coaches staff to do the same
- Monitors progress and results; Provides ongoing performance feedback
- Rewards for accomplishments
- Provides challenging assignments as well as development activities

### **Rebuilt Parish & Rebuilt Parish Association**

Rebuilt Parish and the Rebuilt Parish Association were formed from and in conjunction with the Rebuilt book series authored by Fr. Michael White and Tom Corcoran. In your role at Church of the Nativity, your work product will also generate content for Rebuilt Parish while meeting the mission of Church of the Nativity. Your position within Church of the Nativity will enhance, grow, and support the Rebuilt Parish movement.

*Church of the Nativity offers a comprehensive benefits plan and competitive salaries.*

Submit your resume to:

[careers@churchnativity.com](mailto:careers@churchnativity.com)

