

# Broadcast Coordinator

St John's United Church of Christ  
Madeline Island

Job Title: **Broadcast Coordinator**  
Hours/Week: seven (7) (average)  
Compensation: \$20/hr

The Broadcast Coordinator manages and operates the technology that amplifies and broadcasts the church's offerings, and does so in a way that is consistent with the mission, values, and theology of the church community. For more about St. John's, see <https://stjohnsmadelineisland.org/about-us/>.

The position requires direct operational responsibility for smooth week-in, week-out production of the St. John's "on air" church service broadcast -- i.e. our livestream on the Internet -- plus occasional special events (including seasonal programming).

(Note: The number of Sundays that the Broadcast Coordinator, themselves, will need to be physically present will depend upon successfully training and scheduling volunteers to support the broadcast each week.)

## Responsibilities:

(1) Operate audio/video equipment (A/V), including:

- streaming software
- sound mix software
- camera positioning software
- editing software
- design software
- peripherals (e.g. microphones)
- wireless router, Ethernet, power control

(2) Broadcast (usually as principal operator; sometimes by supervising volunteer broadcast assistants), including:

- Manage pre-broadcast set-up, including sound checks and other checklists
- Manage live recording, including insertion of pre-recorded elements
- Control the feed of live recording and pre-recorded elements to webstream [YouTube channel].

(3) Manage schedule, including:

- record Church service (or parts thereof) at prearranged time in coordination with the Pastor.
- receive other pre-recorded content
- pre-assemble supplementary content (see below)
- Day-of-broadcast activities (preparation, broadcast, follow-up)
- Volunteer scheduling (for backup, standby, etc.)

(4) pre-assemble supplementary content, including:

- Use editing software (such as Garage Band) to create segments, such as:
  - o Slide show with music track
  - o Single hymn lyrics slide with music track
- Use design software (such as MS Paint) to create elements such as hymn lyrics slide

(5) Provide training and orientation (including development of instructions in multiple formats, including text and video), for:

- Volunteer broadcast assistants
- Committee members
- Other staff

(6) In consultation with the pastor, develop and implement a storage and retrieval system for the content elements and finished recordings under your control.

(7) In consultation with the representative from the St. John's Facilities Team with responsibility for A/V, research and implement improvements in all aspects of the management and operation of our amplifying and broadcasting technology.

**Reports to:**

Pastor of St John's United Church of Christ, Madeline Island

**Additional information:**

Recordings of recent livestreams are available for review on the St. John's Madeline Island YouTube channel: [www.youtube.com/c/stjohnsucconmadelineisland](http://www.youtube.com/c/stjohnsucconmadelineisland)

**To apply:**

Applicants for the position are asked to submit credentials for consideration by **Friday, September 24, 2021** to John Apitz at [jfapitz@gmail](mailto:jfapitz@gmail.com) or 651/260-0885. Anyone interested in the position is encouraged to contact John – he will be happy to field questions from potential applicants.