

# Worship Broadcast Coordinator

## Job Summary:

The worship Broadcast Coordinator will support the mission of BUMC by coordinating the creation of slides for Sunday Worship Services, as well as other services throughout the year. Slides will contain hymns, scripture, and each element of a particular service projected on screens viewed by congregants and livestreamed on Facebook and You Tube.

## Qualifications:

- Proficiency in use of Proclaim software, CCLI and CCVI.
- Ability to manage computer, soundboard, sound equipment and camera.
- Flexibility when last minute changes occur.

## Duties and Responsibilities:

- Coordinate with the Pastor, Administrative Assistant, and Music Directors all aspects of Audio/Visual slides needed for each service.
- Make sure slides are prepared in advance and are correct in content and in the order needed per the bulletin.
- Manage, schedule, and provide training for volunteers who advance slides and operate the camera during services.
- Troubleshoot whenever necessary.
- Secure a substitute in your absence.