

**Desert Skies United Methodist Church (DSUMC)**  
*...a growing, vibrant, and missional congregation*  
**3255 N. Houghton Road**  
**Tucson, AZ 85749**  
520.749.0521

### **Job Description**

#### **MEDIA TECHNICIAN at the VAIL CAMPUS**

Part Time

#### **POSITION HIGHLIGHTS:**

Desert Skies United Methodist Church's Vail campus service is both in person and on Zoom. The Media Technician position is responsible for running the Media Booth weekly and ensuring all the video, audio, and presentation equipment works smoothly so attendees enjoy a wonderful church service experience. Media Tech services are provided on Sunday mornings from approximately 9:00 to 11:30 and during other special events as needed. Job duties will be performed at the Desert Skies' Vail campus at Mica Mountain High School, 10800 E Valencia Rd, Tucson, AZ 85747.

#### **CORE RESPONSIBILITIES:**

- Oversee all technology in the Media Booth during service
- Recruit, train, and assist new volunteers to run the technology (Sound Board, PowerPoint, and Zoom). Schedule volunteers to run sound, and Zoom each week
- Set lights for service in the room prior to service and reset them after service
- Oversee all media equipment (and Zoom) set up prior and take down after a service
- Serve as the Zoom host and technician during service - operate camera, record meeting, monitor chat, take attendance, and note prayer requests
- Send details of Zoom to appropriate members of the congregation who attend virtually
- Alert pastor when an absence is expected, and find a substitute to fill your role when absent
- Communicate regularly with pastor regarding technical concerns
- Maintain detailed documentation and include changes to process, equipment, etc.
- Other duties as required

#### **MINIMUM QUALIFICATIONS:**

- Experience using a wide range of technology, especially in media production, video media software and meeting management, etc.
- Basic ability to troubleshoot and resolve technical issues
- Able to work without direct supervision
- Organized, detail oriented, responsible, and dependable
- Ability to collaborate with a team, assume responsibility, and follow direction
- Flexible and attentive

**PERSONAL CHARACTERISTICS:**

- Friendly, positive, outgoing, caring attitude
- Embraces the Desert Skies vision and mission

**STAFF WORK SCHEDULE:**

- Sunday – 9:00 am – 11:30 Worship Service
- Special Events as needed (religious holidays, weddings, funerals, etc.)

**POSITION HOURS and SALARY:**

Position requiring approximately (2.5-3 hours per week, not including special occasions)

Salary: \$14.25/hour

**Media Technician for Vail Campus reports to the Vail Pastor**

**APPLICATION PROCESS:**

Please email a letter of interest and resume demonstrating qualifications for this position to [Employment@desertskieumc.org](mailto:Employment@desertskieumc.org)

**Last Updated:** 04/24/2023