Job Description – ProPresenter Formatting Technician

## Position Overview

We are looking for a driven individual to bring excellence to our worship experiences through the creative and effective use of our projection software. This individual should be creative and efficient at utilizing the tools of computers and software to facilitate excellent experiences. At Hope Church we seek to create an engaging, inspiring environment to help people connect with God in a relevant and vibrant way.

## Job Qualifications

* Skills
  + Highly organized & attentive to details
  + Ability to self-manage multiple tasks
  + Strong interpersonal, email and phone communication skills
* Experience/Education
  + Tech savvy with ability to learn new software quickly (will use ProPresenter, Planning Center Online (PCO), Dropbox, Google Drive, Word and Excel)
  + Aptitude for computers and projection systems. Experience with sound boards and light boards would be a plus.
* Character
  + Emotional and relational maturity
  + A teachable spirit with a desire to continuously improve professionally

## Job Duties & Expectations

* Regular tasks
  + Load, proof and test projection ministry scripts for the weekend worship services, special events, and other ministries as needed into ProPresenter including videos, soundtracks and slides
  + Be adept with Planning Center Online to read and update Orders of Service and distribute for Sunday worship service volunteer teams
  + Utilize documents in Dropbox and Google Drive for elements for the worship services and special events
  + Other tasks as assigned by the Director of Worship Arts
* Organizational
  + Communicate as needed with the Projection Systems Coordinator, Director of Worship Arts and Director of Communications regarding elements and flow of the worship service and special events.
  + Support synergy, appropriate commonality, and sharing across all ministries that utilize ProPresenter
* People
  + Assist with contacting staff and volunteers as needed

## Reports To

Director of Worship Arts and Projection Systems Coordinator

## Average Hours

5-10 hours/week, mostly end of week hours