



*United Methodist Church*  
*of Westport and Weston*  
49 Weston Road  
Westport, CT 06880

Rev. Heather A. M. Sinclair, Pastor

**JOB DESCRIPTION for LIVESTREAM TECHNICIAN**

**PRIMARY RESPONSIBILITIES**

1. Oversees all aspects of livestream needs for worship services at UMCWW:
  - a) Livestream and video presentation, both live and pre-recorded, of Sunday morning services. May include production of pre-recorded service elements.
  - b) Operates and manages church-owned livestreaming cameras, computer and audio equipment during the worship service.
  - c) Works with volunteers during the worship service.
  - d) Posts video links to church website and social media.
  - e) Maintains saved video files and YouTube channel.
2. Ensures all technical equipment is set up optimally for rehearsals and services and stored properly at the end of the service.
3. Maintains systems: responsible for equipment upgrades and scheduling of repairs.
4. Recruits, trains and maintains schedule of volunteers.
5. Interfaces weekly with Pastor and Music Director for full preparedness.
6. Assures and maintains a quality livestream production in keeping with the vision of the pastor, Music Director and Worship Committee.
7. Is personally available or accountable for finding substitutes for other occasional livestream/video needs (special services, including Christmas Eve and Holy Week, weddings, funerals, promotional materials).

**SECONDARY RESPONSIBILITIES** *(to be determined based on skill set and interest level)*

1. Assists the leadership team in securing equipment bids/upgrades as projects develop.
2. Assesses future technology needs and works to implement them in consultation with church leadership.
3. Films and edits occasional supplemental materials such as promotional, announcement videos, and event videos.

**QUALIFICATIONS**

**Technology Skills**

1. Demonstrated livestream production experience.
2. Familiarity with OBS or equivalent software, PowerPoint, YouTube, and basic audio skills. Ability to evaluate and make changes to current systems, as needed.
3. Understanding of video-capable cameras (UMCWW presently uses interchangeable lens mirrorless cameras) and the interfaces and image influences such as SDI, USB, NDI, and HDMI connections and lighting levels.
4. Ability to think quickly and react/troubleshoot appropriately in high demand situations
5. May be called upon for lifting, pulling, climbing, bending, carrying, and pushing as needed to set up activities and events. Ability to lift up to 50 pounds preferred.

6. Understanding of video storytelling and editing experience for creating videos for broadcast during the service and for outreach use (promotions, announcements, etc.).

### **Leadership/Ministry Skills**

1. Recognizes role as a ministry leader with a heart for worshiping God; delivering the gospel message through hybrid (in-person and livestream) worship platforms; and collaborating on excellent, inspiring and engaging worship.
2. Has a strong passion to support the worship ministry and vision of UMCWW.
3. Strong communication and leadership skills.
4. Willingness to learn, teach, collaborate and vision with others.
5. Continually seeks improvement. Welcomes constructive input.

**Compensation Range:** \$20/hr for up to 6 hours a week. Approximately 3 hours on Sunday mornings and 3 hours of preparation, including interfacing with Pastor and Music Director.

**To Apply:** Please send a cover letter and resume to Rev. Heather Sinclair, 49 Weston Road, Westport CT 06880; [hsinclair@westportumc.org](mailto:hsinclair@westportumc.org).

### **The Mission of the United Methodist Church of Westport and Weston is:**

To Know the love of Jesus in personal ways through worship, prayer and study;  
To Live the love of Jesus through acts of compassion, gentleness and justice;  
To Share the love of Jesus in our homes, our community and the world;  
To Welcome all of God's children regardless of age, race, ability, sexual orientation, gender identity and economic circumstance.