

Trinity Baptist Church

Job Requisition: Media Technology Specialist

Position Type: Part-Time, Non-Ministerial

Weekly Hours: Approximately 20 hours per week

Location: Trinity Baptist Church, 1088 Hughes Road, Madison, AL 35758

Reports To: Senior Pastor

Schedule: Sundays required; additional weekday, evening, weekend, and special-event hours as needed

Target Start Date: November 1, 2026

Position Summary

Trinity Baptist Church seeks a part-time Media Technology Specialist (Specialist) to maintain, support, and operate the church's audiovisual (AV), livestreaming, media, and related technology systems. This is a non-ministerial support position intended to help ensure that worship services, church events, and online media are delivered with clarity, reliability, and professionalism.

The Specialist will provide hands-on support for Sunday morning worship, special services, weddings, funerals, children's and youth events, concerts, meetings, and other church activities requiring audio, video, projection, lighting, recording, livestreaming, or media support. The Specialist will coordinate a team of volunteers in the operation and maintenance of the church's AV systems.

This role requires technical competence, dependability, attention to detail, good communication skills, and the ability to work cooperatively with pastors, staff, volunteers, ministry leaders, and outside guests.

Primary Responsibilities

Worship, Media, and AV Support

1. Operate and support audio, video, projection, lighting, recording, and livestreaming systems for Sunday worship services and other church events.
2. Prepare, test, and monitor AV systems before services and events to ensure equipment is working properly.
3. Mix live audio in worship and event settings, including microphones, instruments, playback sources, monitors, and house sound.
4. Support presentation and worship software, including tools such as ProPresenter or similar platforms.
5. Support livestreaming and recording workflows, including camera operation, switching, stream monitoring, and post-service upload or publishing.

6. Manage and support the church's official online media presence as assigned, including uploading worship services, sermon clips, or other approved media to platforms such as YouTube.
7. Provide AV support for church events such as weddings, funerals, Vacation Bible School, youth events, concerts, meetings, and other special programs.
8. Troubleshoot media equipment and systems before, during, and after services or events.
9. Maintain a calm, professional, and service-oriented presence during live worship and event environments.

Equipment Maintenance and Administration

1. Maintain an inventory of the church's media, production, and technology equipment.
2. Track equipment checkout/return, condition, and availability.
3. Perform routine inspection, cleaning, organization, and basic maintenance of AV and production equipment.
4. Identify failing, outdated, or inadequate equipment and communicate recommended repairs or replacements to the appropriate supervisor.
5. Assist with planning, budgeting, purchasing recommendations, and vendor coordination for media and technology equipment as requested.
6. Maintain organized technical spaces, including sound booths, media closets, AV storage areas, racks, cables, microphones, cameras, and related equipment.
7. Document recurring procedures, system settings, credentials, where appropriate, signal flows, and troubleshooting steps in a secure and organized manner.

Volunteer and Staff Support

1. Recruit, train, encourage, and coordinate media and production volunteers.
2. Help develop repeatable procedures so trained volunteers can successfully support worship services and church events.
3. Assist staff members, ministry leaders, and volunteers with media and technology needs.
4. Communicate clearly with pastors, worship leaders, musicians, event leaders, and volunteers regarding production needs, schedules, and expectations.
5. Coordinate with the Minister of Music and Worship, Senior Pastor, church staff, and other ministry leaders to ensure media support aligns with the needs of each service or event.
6. Attend staff, worship planning, production, or event planning meetings when required.

Required Qualifications

1. Experience operating live sound, video, projection, livestreaming, or production systems.
2. Ability to mix live audio successfully in a worship, music, meeting, or event environment.

3. Working knowledge of AV systems, including microphones, mixers, speakers, displays, cameras, switchers, cabling, computers, and presentation software.
4. Familiarity with livestreaming workflows and platforms such as YouTube, OBS Studio, ProPresenter, or similar tools.
5. General computer proficiency, including Microsoft Windows, Google Workspace, Zoom, web-based tools, and basic troubleshooting.
6. Ability to work Sundays and occasional evenings, weekends, holidays, weddings, funerals, and special events.
7. Strong verbal and written communication skills.
8. Ability to work respectfully and professionally with church staff, members, volunteers, guests, vendors, and outside groups.
9. Excellent time management, organization, attention to detail, and follow-through.
10. Ability to remain calm and solve problems under pressure, especially during live services and events.
11. Willingness to work as part of a team and to pitch in where needed.
12. Ability to support the mission and ministry environment of Trinity Baptist Church while serving in a non-ministerial technical role.

Preferred Qualifications

1. Experience supporting worship services, church events, school productions, concerts, conferences, or other live production environments.
2. Experience training and scheduling volunteers.
3. Experience with digital audio consoles, livestreaming encoders, PTZ cameras, video switchers, stage lighting, Dante, NDI, or similar production technologies.
4. Experience editing and uploading video or audio content.

Physical and Practical Requirements

1. Ability to sit, stand, walk, bend, reach, climb stairs, and work in sound booths, classrooms, worship spaces, offices, and equipment areas.
2. Ability to lift and move AV equipment weighing up to 40 pounds, with assistance for heavier equipment.
3. Ability to work in live worship and event environments where timing, discretion, and reliability are important.
4. Ability to respond to occasional urgent AV issues, especially before or during scheduled services and events.

Expected Weekly Schedule

The position is expected to average approximately 20 hours per week. Sunday morning availability is required. Additional hours may include preparation, rehearsals, equipment maintenance, volunteer training, staff support, and special events.

A typical schedule may include:

Day / Time	Expected Duties
Sunday morning	Worship AV, livestream, recording, production support
Weekday hours	Equipment maintenance, event planning, media uploads, staff support
Occasional evenings/weekends	Weddings, funerals, rehearsals, concerts, youth events, VBS, meetings, special services

With supervisor approval, hours may flex from week to week depending on worship, event, and technology demands.

Accountability and Supervision

The Specialist reports to the Senior Pastor or to another designated supervisor as assigned by church leadership. The Specialist is expected to coordinate closely with church staff, ministry leaders, volunteers, and outside vendors.

Performance will be evaluated based on reliability, technical effectiveness, preparation, communication, teamwork, volunteer support, system maintenance, and the successful delivery of AV support for church services and events.

Character and Workplace Expectations

The Specialist should demonstrate:

1. Professionalism, discretion, and dependability.
2. Respect and care for church members, visitors, staff, volunteers, and outside guests.
3. A service-minded attitude toward the church's worship, ministry, and operational needs.
4. Willingness to maintain confidentiality when working around staff, church members, technology systems, records, or sensitive situations.
5. Flexibility to assist in areas outside normal duties when needed.
6. Commitment to maintaining a safe, organized, and welcoming church environment.
7. Compliance with Trinity Baptist Church policies, including child protection, facility use, safety, and technology-related policies.

Compensation

Compensation will be hourly and commensurate with experience, qualifications, and church budget approval.

Application Process

Interested applicants should submit a resume and professional references to:

Trinity Baptist Church
1088 Hughes Road

Madison, AL 35758

Phone: (256) 837-9737

Website: www.trinitymadison.com

Application Contact:

Michael Owens

Email:

owensmg@outlook.com