

## **Mid-America Baptist Theological Seminary Job Description**

**Job Title:** Media Support Technician  
**Department:** Information Services  
**Reports To:** Director of Information Services  
**FLSA Status:** Part-time Non-Exempt  
**Prepared Date:** January 24, 2022  
**Classification:** Regular Part-Time

### **SUMMARY**

The Media Support Technician works under the supervision of the Director of Information Services. Responsibilities include operating the audio visual equipment during chapel services and special events, supplying master recordings of services for use online or other duplication and distribution needs and subordinate to these responsibilities, and operating video and/or audio in the special events room or other venues within the seminary. The job also includes the editing and organization of the recorded materials for use online or other media for distribution. Setup of the necessary equipment is required.

The candidate should have strong computer skills and be adept at streaming, recording, and editing audio and video. Proficiency in Windows and Mac operating systems is necessary to fulfill the responsibilities of this position. The candidate will coordinate with the end-user for details regarding an event or project that has been assigned by the supervisor. The candidate should demonstrate a combination of strong technical, interpersonal, and organizational skills for performing this job.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as needed or required.

- Strong photography and videography skills and the related equipment.
- Experience with editing software.
- Able to follow media protocols for proofing.
- Provide optimum setup, lighting, and recording recommendations for each project.
- Ability to quickly troubleshoot and resolve technical issues during events.

**PREFERRED** to have the following:

- Proficient in setting up video/audio shoots.
- Proficient in Final Cut Pro, Adobe Premier software, or other post-production software.
- Experience with digital video camera equipment.
- Experience with sound equipment:
  - Sound boards & amps.
  - Microphone—wireless & wired.
  - Running cabling for audio/visual equipment.
  - Experience recording live events.
  - Experience working with speaker systems.
  - Can work with guest speakers and performing artists.
- Proficiency in managing and organizing media file storage and cataloguing data.
- Managing inventory and orderly use of audio/visual equipment and supplies.

- Documenting processes for chapel and other media tasks.
- Provide support, training to faculty and staff in video editing and production.
- Support proper operation and use of audio/visual systems used in classrooms.
- Stay current with emerging media technologies and make recommendations for maintenance or upgrades.

**QUALIFICATIONS:** To perform this job successfully, the candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Technical Skills**  
Tech savvy with a good understanding of computer systems, mobile devices, and other tech products. Ability to diagnose and resolve basic technical issues.
- **Education and/or Experience**  
Course work or certificates in related fields preferred; or equivalent related experience; or equivalent combination of education and experience. Must have some related experience at a minimum. Must be willing to further develop technical and business skills by participating in educational and training opportunities.
- **Attention to Detail**  
Assessing information technology-related system, data, or user issues to ensure accuracy, completeness, and consistency with standards.
- **Customer Service**  
Maintaining relationships with end users, assessing current media needs, and developing or identifying products and services that are tailored to meet media needs.
- **Communication Skills**  
Ability to read and interpret documents such as system specifications, rules, and procedures,. Ability to write routine reports and correspondence. Ability to speak effectively before students, staff, faculty, and outside representatives. Able to brief management on the status of media systems, projects, or daily operations, including the communication of technical information to a non-technical audience.
- **Problem Solving**  
Ability to identify root causes and alternatives to complex media-related issues by gathering and applying information from a variety of sources that provide a number of potential solutions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to diagnose problems, determine solutions using efficient research, and follow through to satisfactory resolution.
- **Work Environment**  
Office environment that includes some physical demands of standing, walking, and lifting. Extraneous situations may arise that require additional physical demands. Capacity to remain calm, considerate, and tactful under stressful and unanticipated situations is necessary.

- **Other Qualifications**

Sincere allegiance to the mission of the seminary

Personal faith in and commitment to Jesus Christ

Professional expertise and integrity

Excellent computer and organizational skills

Excellent interpersonal skills

Related experience preferred

Exposure to a variety of software applications (Microsoft Office applications)

- **Other Skills and Abilities**

Ability to use media-related hardware and software products

Ability to learn new applications competently

Must exercise a high level of confidentiality in handling sensitive information