

Title: MULTIMEDIA TECHNICIAN - Volunteer

Responsible to: A/V Worship Team Lead

Purpose: Produce the best possible atmosphere through video, image and lyric presentation. This includes, but is not limited to, insuring the correct slides are displayed with accurate timing, switching between live video feed and slides is seamless, and updating the slides as necessary.

Qualifications & Skills Required:

1. Is able to work in a team settings and take directions.
2. Has experience working with PowerPoint, Keynote, ProPresenter or MediaShout.
3. Has basic understanding slide editing.
4. Has good communication skills.
5. Is able to think quickly and react/trouble-shoot properly in high stress situations.
6. Is willing to attend training sessions and read/watch other training material for improving existing skills.

Length of Service: MCC Conference 2016

Time Required: Schedule to be posted at a later date. Dependant on Conference Schedule

Tasks:

Pre-event

1. Set up slide deck and ensure all slides are ready for the event.
2. Perform a monitor and projector check.
3. Perform a check of all video presentations, verify feed with the house audio and webcast audio team.
4. Check with Stage Manager for schedule and any schedule changes.
5. Attend rehearsals as required.

During Event

1. Responsible for advancing through slide deck by following script and event participants on stage.
2. Responsible for following worship and other leaders' direction during events.. For example, holding current slide as choir repeats verse to stall as required.
3. Responsible for following stage and schedule cues.
4. Responsible for providing a distraction-free service as it relates to video production.

Post-event

1. Talk with the AV Worship Team lead to find out if any changes to the deck are required for the next event.
2. Note any broken/faulty equipment and take it out of service if possible.