

Job Title: Creative Services Technician
Employment: Part-Time
Reports to: Marketing & Media Manager



St. Anthony of Padua
CATHOLIC CHURCH

Job Responsibilities

Media

- Assist MM Manager to ensure preparation and presentation of all liturgies, events and meeting spaces that involve audio or visual elements.
- Assist MM Manager in managing all live streaming equipment and maintain working knowledge of most efficient streaming platforms, settings, and sources.
- Assist MM Manager to maintain sound equipment including inventory, care, and replacement strategy.
- Assist MM Manager to provide AV support, setup, and training to all departments.
- Maintain knowledge and provide maintenance for all sound systems and wireless frequencies at the parish, with a focus on the Avantis console in Main Sanctuary, SQ6 in OLOTA Chapel, along with the Paduan Center, PLB rooms, Gym, Sheltz Hall, and Youth Room.
- Maintain knowledge and provide maintenance for all visual systems at the parish, with a focus on the TVs and projectors in Main Sanctuary, along with projector in AMR, projector in gym, projector, and carts in Sheltz Hall, TVs in the PLB & STC, and Youth Room.
- Assist MM Manager with parish video and recording library to provide clear resources for parishioners seeking teaching videos, funeral recordings, homilies, or liturgies.
- Assist MM Manager in seeking creative methods to recruit, train and manage parish volunteers in AV.

Marketing

- Assist MM Manager in creating engaging and creative content for the parish, including social media graphics, video series, timely parish updates, podcasts, push notifications and more.
- Assist MM Manager on all social media platforms (Facebook, YouTube, Vimeo, Twitter, Instagram), with a quick response time to all messages
- Assist MM Manager to create video content for education, edification, and enjoyment of parishioners. Includes priestly updates, information about events and fundraising drives for the parish, and other causes as needed.

Other

- Operate in a manner that promotes innovation and keep abreast of newest trends in audio/visual/social media.
- Ensure electronic mail and voice messages are responded to promptly, with a goal of 24 hours.
- Must be present for "high Holy Days", such as Triduum, and Solemnities.
- Communicate to all direct and indirect reports so that expectations are understood, and execution of desired programs is achieved.
- Position activities are not limited to contents of this job description, other reasonable job requests will be met

Send cover letters & resumes to jmartin@ap.church