

POSITION DESCRIPTION

<u>Position Title:</u>	Manager, Broadcast & Production Studio
<u>Position #</u>	2403
<u>Department:</u>	Marketing & Communications
<u>Classification:</u>	Exempt
<u>Direct Report:</u>	Director, Marketing & Communications
<u>Annual Salary:</u>	\$90,000 – 100,000 per annum

I. Position Summary:

The *Manager, Broadcast & Production Studio* is responsible for all daily audio/visual operations, including supporting several weekly services and other scheduled events, (some of which are live-streamed). He/she/they will assist clergy and other staff with all technical AV needs, manage equipment maintenance, coordinate production schedules, and additionally ensure that all AV systems are operating at optimal performance.

He/she/they will additionally manage a team of dedicated volunteers and staff, ensuring appropriate training and staff coverage for all scheduled programming and event rentals.

II. Responsibilities:

- System Management.
 - Oversee daily operations of AV system and control room.
 - Ensure maintenance and functionality of all AV equipment, including microphones, cameras, streaming system, and dedicated network systems.
 - Calibrate and maintain all base system audio levels.
 - Maintain system documentation. (E.g. routing, frequencies, etc.).
 - Coordinate updates for computers and related AV devices as necessary.
 - Ensure control room is kept stocked, clean and organized.
 - Optimize system for reliability and flexibility for various use cases, devising new solutions when needed.
- Broadcast Execution.
 - Lead and train staff, establishing production roles and creating clear operational directives for new Broadcast & Production Studio Manual.
 - Coordinate all pre, live and postproduction schedules.
 - Be fully capable of covering and operating any position, if the need arises.
 - Create and enforce production checklist, protocols and SOPs.
 - Troubleshooting: Including all AV equipment, networking issues, and radio frequency interference.

- Content Management.
 - Oversee NAS equipment, ensuring recorded media is organized and optimized for storage and available to the Communications Team.
 - Establish workflows for lower thirds, postproduction and archival records.
 - Support basic video transcoding and editing, as needed.
- AV Rentals & AV Systems Management.
 - Manage equipment and space rentals as it relates to AV requirements for both internal and external audiences and users.
 - Maintain accurate inventory of all rentable equipment.
- Perform other duties as workload necessitates.

III. Qualifications:

- Bachelor's Degree preferred.
- Relevant certifications, such as CTS a plus.
- Management experience in broadcast, live streaming, and similar AV uses.
- Expertise in wireless audio, including frequency management and signal flows.
- Knowledge of Dante systems.
- Familiarity with PTZ IP Cameras and related equipment.
- Proficiency with Adobe Suite, especially Premiere and Photoshop.
- Proven experience working with Livestreaming solutions and related equipment such as Blackmagic ATEM and Livestream Studio.
- Friendly and welcoming demeanor.
- Excellent verbal and written communication skills.
- Strong analytical, organization, and communication skills a must.
- Advanced proficiency with Microsoft Office Products (Word, Excel, PowerPoint)

IV. Employee Requirements:

Safety & Security

All employees are required to adhere to all safety and security standards.

Attendance & Appearance

All employees are required to adhere to our standard operating procedures regarding attendance and dress code policies (as related to job functionality).

Workplace Diversity & Inclusion

All employees support workplace diversity and inclusion initiatives, including the enhancement efforts of employee resource groups and related affinity networks.

Employee Partnerships & Teamwork

All employees are focused on supporting each other, in an ongoing effort to meet the global minded mission needs and goals of St. Barts Church.

V. Physical Demands & Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

VI. Professional Commitment:

St. Barts Church provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, St. Barts Church complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities and or operates. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

St. Barts Church expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of St. Barts Church's employees to perform their job duties may result in discipline up to and including discharge.

VII. To Apply:

To apply, please send your resume and cover letter to hr@stbarts.org. Please include "Manager, Broadcast & Production Studio" in the Subject Line.