

# **Episcopal Church of the Good Shepherd**

## **Position Announcement: Digital Communications Technician**

**Job description:** Work with the Rector and Music Director to record, upload, edit, maintain, and create digital content for parish YouTube channel; to maintain email presence, video communications with the diocese, and help to engage followers of the digital content; to collaborate with the volunteer overseer of the parish website and emails.

### **Tasks:**

- Record music (audio only) and sermons (audio and visual) in digital format, and on occasion record other parts of Sunday worship services, religious holy days—including Christmas Eve, Christmas, Maundy Thursday, Good Friday, Holy Saturday, Easter and other holy days—and up to ten additional special services such as prayer vigils, including music and sermon.
- Upload recordings to parish YouTube channel and share link through parish email within twelve hours of recording.
- Record and edit up to five instructional videos of 5–20 minutes in length each semester (for example, explaining ministries of the parish), and upload them to the parish YouTube channel and share them with appropriate parties.
- Engage with followers of online content, directing them to appropriate parish authorities.
- Collaborate with Rector in enhancing existing online practices with the aim of making the church's online presence more inclusive.
- Maintain regular communication (at least weekly) with Rector in person, by email, or by phone.

### **Skills required:**

- Ability to use digital technology and apply it to a church setting.
- Ability to work collaboratively and respectfully with church staff and volunteers.
- Ability to create digital content.

**Compensation:** \$10,000 per year, paid monthly (\$833.33 per month).

### **Vacation:**

Four weeks vacation a year, including Sundays. The Technician must communicate the request for time off two weeks in advance. If a religious holiday, such as Christmas or Easter, is requested for time off, it will be the responsibility of the Technician to arrange for a competent substitute and compensation for that person.