



# TOWSON PRESBYTERIAN CHURCH

400 W. Chesapeake Ave. Towson, MD 21204 || 410-823-6500 || [towsonpres.org](http://towsonpres.org)

**Position:** Sunday Morning Technology Assistant

**Part-Time:** 2 Hours/Week

**Schedule:** Sundays, 9:00am–11:00am, In-Person

**Compensation:** \$25/Hour (\$50/Week)

Towson Presbyterian Church (TPC) – an inclusive, curious, compassionate, and courageous community of faith – seeks a motivated and reliable college intern or assistant to manage the audio-visual and production technology during worship on Sunday mornings. This is an in-person position with no potential to be remote. With the help of church member-volunteers, the Tech Assistant will manage all cameras, sound, slides, software, and hardware during worship services, which simultaneously take place at 10:00am in our Sanctuary and is livestreamed online. Reporting to the Director of Communications, the Tech Assistant will work in-person on Sunday mornings only (roughly 9:00am–11:00am), with the option to work special holiday services like Easter Sunday.

## Sunday Morning Responsibilities

- Power on and test all equipment (microphones, amplifiers, cameras, computer, soundboard, switcher).
- Assemble the ProPresenter slideshow prior to the beginning of the service.
- Launch the livestream on YouTube, Facebook, and [towsonpres.org](http://towsonpres.org) (using Restream) at 9:50am.
- Work alongside a teen/adult volunteer or the Director of Communications to operate the soundboard, cameras (using Bitfocus Companion and Black Magic ATEM Mini Pro Switcher), slides (ProPresenter), and TVs, to produce our in-person worship experience in the Sanctuary, and our virtual experience.
- Power down all equipment at the conclusion of the service (usually around 11:00am).

## Minimum Qualifications

- Experience with production technology at church, school, music venue, or the like.
- Proficient with a MacBook (and preferably with ProPresenter, and/or Google Drive).
- Tech-savvy with computer knowledge and open to researching ways to improve our tech setup.
- Reliable and punctual as our worship services will depend on the Tech Assistant.
- Willingness to work every Sunday morning, with roughly 6 Sundays off per year.
- Ability to respond to a weekly text, call, or email (depending on your preference) from the Director of Communications to touch base about the upcoming worship service.
- Satisfactory references and background check.

**Training:** The Director of Communications will train the Tech Assistant until they are independent; approximately 2–4 Sunday morning services.

**Employment Status:** Part-Time; Contract Employee (Average of 2.5 Hours/Week)

**Contact:** Please send your resume to McKenzie Allison at [tpc@towsonpres.org](mailto:tpc@towsonpres.org).