

# Fallbrook church

## Creative Media Team Job Description

### PROPRESENTER OPERATOR PART TIME POSITION

#### Job Description

Efficiently operates ProPresenter for our worship services. This includes everything that is shown on the screens of the sanctuary (video, words and video loops for songs, scripture, pictures, sermon notes, etc.). The PP Operator is the key player of all visual communication for that day.

#### Personality Type

- Dependable and committed
- Task oriented
- Always thinking ahead of what needs to happen next
- Open to criticism

#### Motto

Anticipating the next move.

#### Opportunities

- To create an incredible environment for people to connect with God and worship Him.
- To enhance the worship experience by achieving seamless and timely visual transitions.

#### Structure

The PP Operator is very much a part of the Praise Team and Band, and everyone else involved in production of the Sunday worship celebration. The operator works directly with and under the Media and Communication Leads. He or she listens and takes direction from the Media and Communications Leads.

#### Responsibilities

- Be at post on Sundays ready to go no later than 7 am.
- Turn on the system, monitors and projectors.
- Run a sound check for all the videos in that day's presentation.
- Start countdown right on time.
- Be ready to assist the Media and Communications Leads at all times.
- Turn off system, projectors and monitors at the end of second service.
- Create and upload playlists to main computer as well as confidence monitor computer.
- Ensure all equipment related to Propresenter operations is working correctly prior to worship service and turned off after service.

#### Special Rules and Guidelines for all Creative Media Positions

- Be on time.
- Stay at post for the entire duration of the event.
- Be fully present and attentive.

- No friends or family in the sound booth.
- Attend scheduled Creative Media TEAM training meetings.
- Understand that you are one part of a large TEAM. When you accelerate – you build the whole team up. When you slack – you let the whole team down.
- When in doubt, communicate. Don't assume anything. Keep lines of communication open.

**Please send resume to [jobs@fallbrookchurch.org](mailto:jobs@fallbrookchurch.org).**