



## Tech Producer

Contractor Position

\$45 per hour

Reports to the Rector

Grace Episcopal Church in Chicago's South Loop neighborhood seeks a part-time Tech Producer to help the church successfully use technology during online Sunday worship and other events. Other events include special church events as well as occasional events by tenants and other users of Grace. The Tech Producer is comfortable with technology and is also a "people person", understanding the technology as ultimately a means to build up the community of Grace.

### ESSENTIAL FUNCTIONS

- **Sunday Morning:** includes setting-up, operating, and then securely storing equipment for each service; acting as "host" by having the equipment needed for the online service "live" 20 minutes before service begins at 10 am; welcoming worshippers joining online, posting the bulletin to the Zoom session, moderating the chat, answering questions and posting announcements as needed; muting/unmuting worship leaders and participants throughout the service; and operating up to three cameras via an app. Services generally last about an hour. Payment for this service will be a flat fee of \$100.
- **Video Platform/Equipment selection and installation recommendations:** provide recommendations to church leadership regarding reliable and effective enhancements or alternatives to Zoom and the current use of laptop computers/cell phones for streaming online services and other Grace events as requested by Rector. This would preferably include knowledge of standalone cameras (e.g. Mevo brand) and the capability to use such additional technology during the Sunday service. These services would be compensated at \$45/ hour.
- **Other Events:** Grace rents space to other organizations and groups for their meetings and gatherings. If a group would want to use the video/audio equipment owned by Grace to broadcast a meeting or gathering, the consultant would have the right of first refusal to provide the setup, production, and secure storage of technology services. These services would be compensated at \$45/ hour.

## OTHER RESPONSIBILITIES

- Meet regularly with the Rector, in person or online

## MINIMUM QUALIFICATIONS

- Skilled with Zoom and its features, skills with additional platforms is preferred
- Skilled at using technology such as laptop (Mac and PC), tablets, smart phones, Mevo cameras, microphones, and other video/audio equipment

## PHYSICAL REQUIREMENTS

- Able to operate a computer
- Able to come to the church every Sunday morning from 9-11:15am

## CORE COMPETENCIES

- **Technical Expertise:** Demonstrates technical skills with computers, cameras, and microphones required to proficiently execute the essential functions of the job; continually works toward the mastery of technical proficiency.
- **Interpersonal Skills:** Establishes good working relationships with others involved with Grace's Sunday morning worship; works well with both staff and members of the congregation; is approachable.
- **Problem Solving and Resilience:** Uses sound logic to approach technical problems; can troubleshoot quickly and calmly; can decide and act without having the total picture; isn't upset when things do not go according to plan.
- **Verbal & Written Communication:** Is able to deliver a message (written and verbal) clearly, articulately, and in an appropriate tone; is able to write clearly and succinctly; maintains a positive attitude in a variety of situations.

## WHO WE ARE

Grace Episcopal Church of Chicago is a joyful, inclusive, and welcoming congregation, with a history of progressive theology. Sunday worship is held in an award-winning, converted-urban loft in Printers Row in the heart of the South Loop. This evocative and intimate space encourages a mix of traditional and non-traditional worship. Learn more at [gracechicago.org](http://gracechicago.org).

## TO APPLY

Submit cover letter and resume to [info@gracechicago.org](mailto:info@gracechicago.org) by Friday, September 24, 2021.

*The selected candidate will be on probationary status pending the successful completion of a criminal background check mandated by the Episcopal Diocese of Chicago.*