



## Seeking Technology Associate

### Summary of Opportunity

The Church of the Ascension (Episcopal/Anglican), Chicago, seeks an Associate to share in our new and evolving ministry of technology one to three Sundays per month and on some holy days or other occasions (e.g. weddings, funerals). Sunday and holy day commitments will be approximately 3 hours. The position requires competent, professional-quality in-person operation of our vMix-based system and associated sound system as well as technical setup, troubleshooting and archiving of material. The Associate may work solo or in tandem with another paid or volunteer tech minister. Starting pay will be \$22.00 - \$25.00 per hour, depending on experience.

### Responsibilities

- Set up equipment and software before worship services; perform sound and equipment checks and troubleshoot issues that may arise.
- Set up microphones for worship ministers and musicians; assist with usage and placement.
- Learn the liturgical plan for the day and plan shots to highlight liturgical actions.
- Collaborate with the Minister of Communications and Technology as well as the Rector, Verger, and musicians to coordinate production plans.
- Initiate and manage livestreams to social media platforms and/or make local recordings.
- Operate PTZ cameras and manage audio or visual input sources using vMix.
- Manage sound levels and muting on an X-32 mixer with iPad interface.
- Handle special inputs or media: pre-recorded music, graphics, or live/remote guests.
- Record viewership statistics.
- Edit social media posts at conclusion of streams.
- Ensure care and security of equipment and working area by following protocols.
- Report and consult on maintenance/repair needs.

### Personal/Professional Skills

- Demonstrable prior experience with vMix or similar livestream software, or with similar sound and video production and internet broadcasting work.
- Proficiency with computers (Windows 10), familiarity with iPad usage, general working knowledge of computers and small networks.
- Familiarity with traditional Western Christian liturgies preferred; ability and willingness to learn and adapt to specific liturgical plans and work under direction required.
- Prior experience in worship, streaming, production, music, theater, or related fields a plus.

## **Personal/Professional Qualities**

- Highly responsible, punctual, communicative, and dependable.
- Equally comfortable working solo or as part of a team.
- Can patiently guide and encourage less-experienced volunteers.
- Able to respectfully support religious practice and experience.
- Uses artistic and aesthetic sensitivity to help create a viewer experience that complements our parish's distinctive tradition and ethos.
- Confidently learns and adapts, calmly solves problems on-the-fly.

## **Hours, Pay, Structure**

- Three hours on Sunday mornings (one to three times per month) or for occasional evening masses on holy days, approximately once a month.
- Additional hours in support of other liturgies and events may be offered.
- Reports to the Rector (priest in charge of the congregation) and normally works under the direct supervision of the Minister of Communications and Technology.
- On-location work at our building at specified times is required. Work takes place in a space shared with the organist, choir, and tech ministers.
- Adhere to pandemic-related guidance as directed for all by the Rector.
- Pay: \$22 - \$25 per hour, paid as independent contractor, monthly during the first week of the month for prior month's work.

## **About Us**

[Church of the Ascension](#)

[Episcopal Diocese of Chicago](#)

[The Episcopal Church](#)

[Recent Ascension worship services: YouTube.](#)

## **To inquire/apply**

Please send your résumé, a brief statement about why this position is a good fit for you and for us, and links to any content that gives us a sense of your skills, your interests and your eye and/or ear.

Please send materials via email to [office@ascensionchicago.org](mailto:office@ascensionchicago.org)  
with 'Tech Associate' in the subject line.

Thank you for your time and interest.