



# Memorial Park

An Evangelical Presbyterian Church

---

## A/V Production Coordinator (Full Time)

Memorial Park Church is a non-profit Evangelical Presbyterian Church located in the heart of the North Hills of Pittsburgh. Founded in 1941 as a mission congregation, Memorial Park has retained its missional focus and continues to reach out into the local community and beyond. The mission of Memorial Park Church is to invite people into a life-changing and ever-growing relationship with Jesus Christ. We are looking for a person to be part of our exciting and musically diverse Christian ministry.

### Position Summary:

The Production Coordinator will be responsible for all aspects of the audio-visual components for three weekend worship services as well as other ministry and special events throughout the week. It is an exempt full-time position reporting to the Minister of Worship and the Arts.

### Job Responsibilities:

- Coordinate all AV staffing and A/V/Lighting setup needs for weekend services and provide technical oversight for all events on campus.
- Recruit and train audio visual volunteers to facilitate and operate the audio-visual equipment (analog and digital audio mixers, ProPresenter visual elements, PTZ Cameras and Roland Video Mixer) for three weekly worship services, concerts, classes and events at the church.
- Create and develop multimedia content for congregational stories, worship announcement videos, external promotional social videos, marketing videos, training videos, and other projects
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media
- Ensure broadcast of weekly services on various online platforms and edit services for broadcast on local station and manage video library.
- Attend staff meetings including weekly worship planning meeting
- Purchase, install and maintain AV equipment on campus
- Plan and create processes for an effective volunteer environment.

### Knowledge/Skills/Abilities/Personal Characteristics:

- Undergraduate (OR) Associate's Degree in technical production or related field of study.
- 3-5 years' experience in live production
- Familiarity with professional cameras (Sony PMW-F3 or similar), prosumer camcorders (Canon XA25), various HD and SD formats, preproduction/planning, studio and field production, lighting/grip, scriptwriting, storyboarding and photography.
- Familiarity with small format mixers, compression, EQ, effects processors, audio recording techniques for studio and field, multi-track and waveform editing.
- Familiarity with digital video editing software still and motion graphics design, and video compression for multiple delivery platforms.
- High emotional and relational intelligence is required with a focus on customer service. This role regularly interacts with church leadership as well as outside guests and speakers.
- Software proficiencies: Adobe Premier Pro, Microsoft Office Suite, ProPresenter, Final Cut, OBS
- Ability to use internet-based church software programs such as Planning Center Online and Church Community Builder, Boxcast

**Memorial Park Church**

8800 Peebles Road, Allison Park, PA 15101 | 412.364.9492  
[www.MemorialParkChurch.org](http://www.MemorialParkChurch.org)

- Possesses evangelical, reformed and missional worldview. Must embrace the Mission, Vision, and Bylaws of Memorial Park Church.

**Additional Information:**

- The ideal candidate has great composure, can equally lead and follow, is organized, can work and make decisions quickly and communicates clear processes.
- Must be available to work a flexible schedule including weekends, evenings and holidays.
- Ability to lift and carry up to 50 lbs. without assistance. Other physical activities include sitting, standing, squatting, and bending.
- Must successfully complete Pennsylvania Criminal History Report, Pennsylvania Child Abuse Clearance, and FBI Fingerprint check prior to employment.

Please submit cover letter and resume to [jobs@memorialparkchurch.org](mailto:jobs@memorialparkchurch.org).