Job Title: Broadcast Coordinator Intern

Our mission at Foothills Unitarian Church is to unleash courageous love in Northern Colorado and beyond. We make this a reality by inviting all those who enter our community to not only hear our progressive message but to become active partners in its unfolding work in their own lives, in our local community, and in the world.

Job summary:
As a part of making this vision a reality, the Broadcast Coordinator Intern(s) (BCI) works in collaboration with the Ministers, Music Lead and Director of Finance and Operations to coordinate the live broadcast production for Sunday Services and occasional mid-week events requiring live production.

Start Date: January 2021

Job status: This position is a non-exempt, part-time position, averaging 6-8 hours per week. Ideally, a complete internship runs from January 15 to June 1. Sundays 8:00 am – 1:00 pm are required on a rotating schedule between interns.

Compensation: Hourly rate of $15/hour. Broadcast Coordinator Interns are encouraged to collaborate with their university home departments for possible Spring 2020 college credit.
(This position is not eligible for additional benefits.)

Reporting relationship: This position reports to and is supervised by the Director of Finance and Operations, with additional initial training conducted by the Music Lead and Ministers.

Job responsibilities:

Collaboration with Worship Team

The BCI works with the Worship Team (Ministry, Music, Hospitality) to provide all necessary support to produce weekly Sunday services. They also ensure the quality and timeliness of Sunday live streaming services via Zoom at 9 AM and the subsequent Facebook Live, Roku, Apple TV, etc. updated recording at 11 AM.

Setup and Testing

The Broadcast Coordinator Intern is responsible for the weekly testing of equipment including computer output and input for all live speakers, pre-recorded videos, lighting adjustments, etc. The BCI manages the broadcast using WireCast by TeleStream and Rendezvous (programs that if not previously familiar with, you will be trained on), which allows for the coordination of live and pre-recorded elements in accordance with the Service Script.
Post Production

The BCI is responsible to edit and upload final broadcasts in accordance with the production schedule by the end of the day on Sunday, including, but not limited to BoxCast, YouTube, Facebook Live, etc.

Work environment:
Through May 2021, we are committed to online only services. The BCI will host from our main church building, alone, while all other participants will video in from individual locations. Hosting from a self-provided location is also an option, given appropriate equipment, internet and a disruption-free environment is available.

Core competencies:

● **Present, Responsible and Capable:**
  ○ Shows up to work with enthusiasm, fully present.
  ○ Takes direction and executes work in a detailed manner.
  ○ Has experience and skill in planning and implementing programs from idea to completion.
  ○ Patience and flexibility for when things don’t go according to plan.
  ○ Works well under pressure and can quickly problem solve tech challenges in the moment.

● **Loves to Collaborate, finds joy in creativity, and has the skills to coordinate across diverse teams:** Has a strong team orientation in working with fellow staff and congregants. Nurtures increased leadership capacity in lay volunteers to increase the impact of Foothills Mission.

● **Good at Relationships, Boundaries, and at Navigating the Complexities of Community:** Relationships of mutual trust and accountability are both the way things happen at Foothills, and the end we are seeking. The BCI will be good at -
  ○ Fostering healthy relationships with fellow staff.
  ○ Maneuvering sometimes complex situations with a non-reactive presence.

● **Both Courageous, and Humble in their Approach:** The BCI will find ways to bring both a bold imagination for implementing our Foothills vision and mission, and humility, and an orientation towards ongoing learning and sustained curiosity.

● **Seriously Committed to the Work, but Not too Serious:** Our mission is to unleash courageous love in a time filled with too much division and fear. In order to take up this mission, we know that we must center joy and gratitude. The BCI will bring energy of fun and a sense of humor and easy laughter to all they do.

● **Committed to creating an ant-racist, anti-oppressive environment at Foothills:** The BCI will be committed to recognizing and dismantling prejudice and oppression in all their forms, including within ourselves, allowing us to be more effective and trusted partners to people with marginalized identities at Foothills, in Northern Colorado and beyond.

● **Has Current Knowledge and willingness to learn Tech and Social Media:**
  ○ Capable of learning all google apps.
  ○ Able to learn Foothills project planning tools.
  ○ Capable of learning and using Planning Center Online, our internal database for tracking and communicating with members; WireCast by Telestream, our broadcast system; BoxCast, our online streaming/storage platform; Youtube; Facebook.

● **This position is not open to church members.**

Date the job description becomes effective - January 1, 2021