Presentation Position Profile

Department: **Worship Arts**
Supervisor: **Technical Director**
Exempt: **No**
Category: **Volunteer**
Date Last Revised: **1/29/11**

Summary

The purpose of this position, under the direction of the Technical Director and Presentation Coordinator, is to assist in the presentation graphics and lyric support of the weekend experience.

Big Picture

- Create sermon graphics for weekend message
- Order lyric slides and other graphics for weekend services or Mid Week.
- Run ProPresenter presentation software during the services
- Run ProPresenter for special events

Details

Create sermon graphics for weekend message
- Using Keynote, transfer the information (quotes, titles, Scripture) from the sermon notes file into Keynote masters, formatting the text properly so it fits on screen
- Export those slides from Keynote and import into ProPresenter

Order lyric slides and other graphics for weekend services or Mid Week.
- Build a playlist of the songs for the service, adjusting the order to match what is being sung

Run ProPresenter presentation software during the services
- Staying focused during the songs, advancing the lyric slides in time with the music
- Following along with announcements and the sermon, advancing slides to match

Run ProPresenter for special events
- Based on availability, running ProPresenter such as Good Friday, Christmas Production or Christmas Eve or outside events

Qualifications:

- A committed, growing follower of Jesus Christ
- Authentic and consistent in his/her own spiritual walk and relationships
- A desire to learn and develop techniques for composition, layout and basic design
- Ability to follow verbal and written instructions and stay focused during the service
- Basic knowledge of PowerPoint, Keynote and word processing software
- Basic Understanding of computer-based file structure (hard drives, folders, files)

Time Requirements

- 12:30-6:30 PM Saturdays
- 7:45 AM-12:30 PM Sundays
- It is preferable to serve the entire weekend; however it is may be acceptable to serve for Saturday evening (single service) or Sunday morning (both services) at the discretion of the Technical Director and Presentation Coordinator
- Presentation techs typically serve one weekend per month, scheduled in advance

Physical Demands:

The Presentation Tech must possess mobility to work in a stage environment. Specific vision abilities required by this job include vision to read printed material and a computer screen, color vision and depth perception; hearing and speech to communicate in person. The Presentation Tech must also frequently use hands to finger, handle or feel objects, controls, keyboards and mice. The Presentation Tech must possess mobility to walk up and down a ladder or stairs.

Signed:_____ Date:_____