

Online Sermon Archive Manager

Position Description:

Ensure that our online sermon archive is up to date, files are current, and properly labeled. In the near-term, a much-needed task for the person in this position will be upload existing sermons to a new, yet to be determined, online service that enables podcasting.

Qualifications:

Online access and attention to details.

Knowledge or willing to learn about audio file types, compression, and editing techniques

Responsibilities:

- Work closely with the soundroom manager
- Develop a weekly workflow for audio files to go from being recorded and saved on the soundroom computer to being online and ready for download. This process involves:
 - Standardized filenaming
 - Compressed file size/format
 - Getting sermon titles, descriptions, speaker, date, file size, etc. information added
 - Upload files at least weekly

Ministry Deacon Contact:

Jeff Essic

Time Commitment:

Initially: 15 hours. Weekly: < 1 hour