



Tulsa Bible Church Internship: Media & Technology Ministry

Position: A/V & Technology Internship

Summary: This internship is being offered as a part time job to meet TBC's growing needs in sound, video, and technical advancement. The primary responsibility is to lead an A/V team of approximately 20 volunteers for Sunday services for both in-person and LiveStream production. Secondary responsibilities include operating outside digital sign, lobby media, weekly announcement videos, church photography, installation projects, and, potentially, social media.

Classification: Exempt, Part-time, Hourly Position
Office, studio, and production completed at the Church

Reporting to: Senior Pastor

Duties Related to Audio/Visual Technical Team

- Leads an A/V team (6 volunteers) to provide media, sound, and video for weekly services; schedules volunteers, runs services, video editing
- Participates in weekly staff meetings for spiritual growth and communication with the staff team; Completes weekly and monthly reports to Senior Pastor.
- Coordinates with music leader for rehearsals and other technical needs as a part of weekly service production and post-service video editing and posting.
- Participates in weekly service evaluations with pastoral staff

Duties Related to Facility Technical & Media Needs

- Operates and updates outdoor digital sign and indoor lobby TV
- Online coordinator for TBC YouTube Channel
- Provide photos for church website and advertising of events
- Oversees any classroom A/V updates or installation projects
- Maintain A/V equipment and supplies as well as help with future purchases

Expectations:

Humble disciple of Christ with a passion for using media and technology to reach the Tulsa area for Christ; Experienced in running mixers, video editing software, and live production; Leadership ability sufficient to lead AV team volunteers; Familiarity with missional church trends in website and technology.