

Women's Leadership Team (WLT) Tech Team Coordinator

AVERAGE MONTHLY TIME COMMITMENT: 2-5 HOURS (ADD'L 2-4 HRS LEADING INTO EVENTS)

RESPONSIBILITIES/EXPECTATIONS

- **Attend monthly WLT meetings (Sept - May): (2 hrs/month)**
 - Update status of Tech Team: project progress, needs, etc.
 - Gather/clarify info on upcoming events to plan for tech needs.

- **Train new tech team volunteers (1-2 hr/quarter)**
 - Hold in-person training in worship center tech booth to address
 - Turning on/Shutting down equipment
 - Computers, Monitors, Screens, Projectors
 - Basic operating skills: ProPresenter, Soundboard, Lights
 - Basic Troubleshooting Solutions

- **Coordinate Scheduling of Volunteers (as needed)**
 - Recruit volunteers to serve in tech booth for events
 - 2-3 needed; depending tech needs

- **Set up ProPresenter for Women's Events**
 - Import slides, videos, verses, lyrics, etc.
 - Coordinate with Social Media Coordinator: due date/deadlines for media submission.

- **Partner with Event Coordinator & Worship Pastor (or Church Tech Lead) to work through tech needs and set up logistics.**
 - Mainly worship needs set-up for stage
 - Mics, Cords, etc
 - Coordinate streaming needs, as necessary.

- **Help recruit volunteers & co-lead**
 - Co-lead will learn position to take over when you step down
 - Volunteers: goal of 8-10 women on the team