



## JOB DESCRIPTION AND RESPONSIBILITIES

### Computer Graphics Operator

*Reports to Production Director*

**Description:** Selects pre-existing service media (images, video, lower thirds & other relevant graphics) for the video switcher to produce live, as well as providing lyrics for the Worship team and sermon notes & slides for Pastor / guest speaker.

**The Win:** The win for any given service is to provide the audience, both in-house and online, with media content and lyrics in a fluid, timely manner. Furthermore staying with the speakers slides, notes and cues to deliver smooth sermon transitions and a distraction free message.

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### Primary Responsibilities

#### Respond to service requests

Schedulers will request for you to serve up to a month prior to the date requested - this request will come in email form & can be accepted / declined in Planning Center.

It's very important that you respond to this email and request as quickly as possible to ensure that we have a CG operator for the coming services

#### Attend Walkthrough

Walkthrough at 7:15am is an integral part of our Sunday services from a production and worship team standpoint. The point of walking through the service is to familiarize ourselves with the upcoming service, resolve problems and iron out transitions prior to doors opening.

Therefore we ask you arrive at least 15 minutes prior to it beginning so that you're at your station and ready to go

#### Know the service order & content

Being prepared for the service is of huge importance; it limits simple mistakes, improves the fluidity of the service and ultimately enhances our goal of a distraction-free environment.

Planning Center will have all files pre-loaded, including playable MP3's, necessary to correctly prepare for the dates you are serving. For example, listening to songs and knowing how they flow is of huge importance to both a Computer Graphics Operator and Video Switcher

### Post-Service Questions

1. Did you execute pre & post-service correctly?
2. Where the lyrics correct and on time for the Worship Team and audience?
3. Did you cue the correct media in good time and when needed?
4. Did you stay in close-communication with the switcher and talk through the service?

