



**Mount Vernon Place**  
UNITED METHODIST CHURCH

### **Who We Are:**

Mount Vernon Place United Methodist Church (MVPUMC) is a vibrant, inclusive Christian community located in the heart of downtown Washington, DC, across the street from the Washington Convention Center and the Marriott Marquis Hotel. Our vision is simple but transformative: to create a world where all people know that they are beloved, and that changes everything.

MVPUMC seeks a **Coordinator of Livestream and Video Services (CLVS)**—this role supports our mission by ensuring the technical excellence and reliability of all audio, visual, and livestream systems, helping extend the reach of our worship beyond the church walls. The position averages 8–10 hours per week, with primary responsibilities on Sunday mornings and additional flexibility for seasonal activities and technical needs. The CLVS reports to the Director of Finance and Operations, works primarily on-site during worship services and events, and may complete video editing or content creation tasks remotely. **The position requires on-site availability on Sunday mornings and on church holidays.**

### **Responsibilities include:**

- ***Livestream and Worship Technology Management & Content Creation (5 hours)***
  - Coordinate all audio and visual needs for worship and church events (see specific programs below).
  - Oversee the production and streaming of the weekly Sunday morning worship services and approximately six additional special services (typically mid-week) each year.
  - Operate A/V equipment, including cameras, projection systems, recording devices, and sound equipment.
  - Edit and finalize recorded worship services for upload and podcast distribution.
- ***Slide Preparation and Video Editing (3 hours)***
  - Prepare slides for weekly worship services using graphics that align with the worship series.
  - Create and integrate short video and audio clips for use in worship and online platforms.
  - Develop short-form video content throughout the year that tells the stories of our community, including event highlights and member interviews for social media platforms.
- ***Meetings (2 hours – as scheduled with the staff)***
  - Meet with supervisor and the Worship Team as needed to maintain clear communication.
  - Collaborate with the communications staff to align imaging and campaigns across platforms.
  - Recruit, train, and support volunteers to assist with livestream production and digital media operations.
  - Partner with Director of Finance and Operations to manage vendors related to any audio/video needs of the church.
- ***Perform Additional Duties as Assigned***

### **The Successful Candidate Will Have:**

- Excellent interpersonal communication skills, positive attitude, and a desire to work in a team-oriented environment.
- A strong working knowledge of audiovisual equipment and systems, Vaddio Matrix, Facebook, YouTube, Dropbox, Vimeo, Canva, ProPresenter, Spotify for Creators, Microsoft Word, Microsoft PowerPoint, Microsoft Clipchamp, Adobe Premiere Pro, and Adobe Photoshop.
- A keen eye for consistent branding in line with MVPUMC's style guide and worship content.

To apply, submit a cover letter, resume, list of three professional references and a video sample to Andre Christian, via email ([andre@mvpumc.org](mailto:andre@mvpumc.org)). Incomplete applications will not be considered.