

WEEKEND TECH COORDINATOR

Role Overview:

*St. Patrick Parish is seeking a reliable and technically skilled **Weekend Tech Coordinator** to support our worship and parish events. This **part-time role** ensures high-quality audio, video, and presentation support for weekend liturgies and other parish functions. The ideal candidate is detail-oriented, calm under pressure, and committed to using technology to enhance the worship experience.*

➤ Responsibilities:

- Provide technical support for all weekend Masses and special liturgies
- Manage and operate **ProPresenter**, including building, editing, and running presentation playlists
- Operate the **Allen & Heath SQ7** digital audio mixer and related audio equipment
- Manage and operate the **Blackmagic Design ATEM TV Studio HD8** video switcher for live production and livestreaming
- Set up, test, and shut down technical equipment before and after services
- Troubleshoot technical issues quickly and effectively during live events
- Coordinate with musicians, lectors, clergy, and ministry volunteers to ensure smooth worship flow
- Maintain and organize technical equipment, cables, and software files
- Prepare and manage volunteer scheduling for weekend technical support
- Assist with occasional weekday or evening parish events, funerals, weddings, or rehearsals
- Follow all safety and parish guidelines
- Create and maintain standard operating procedure documents
- Support the growth of the ministry and help train new volunteers
- Perform additional technical tasks as new needs arise to support the ongoing work of the parish

➤ Qualifications:

- Strong working knowledge of ProPresenter
- Experience with the Allen & Heath SQ7 or similar digital mixing consoles
- Hands-on experience with Blackmagic ATEM switchers
- Solid understanding of live audio, video production, and presentation systems
- Ability to work independently and make quick decisions during live events
- Excellent problem-solving and communication skills
- Reliable, punctual, and committed to serving the parish community
- Previous experience in church technical ministry or live event production strongly preferred
- Comfortable working weekends (Saturday afternoon/evening and Sunday morning and afternoon)
- Comfortable with volunteers of varying ages and experience levels



**St. Patrick
Parish**

About Us:

At St. Patrick Parish, our vision is to transform lives in Christ by making church matter, building disciples, and seeking and saving the lost. We are dedicated to serving our over 2,000 registered families and our community with faith, compassion, and excellence.

What We Offer:

- *Competitive Compensation: \$22-26 per hour, based on experience*
- *Flexible part-time schedule focused on weekends*
- *Opportunity to serve the parish community through meaningful technical ministry.*

How to Apply:

Please submit your resume and a brief cover letter highlighting your relevant technical experience to the email below with the subject line "Weekend Tech Coordinator Application."

Applications will be reviewed on a rolling basis until the position is filled. We look forward to finding the right person to join our team and help us continue our mission with excellence.

St. Patrick Catholic Church is an equal opportunity employer.

 630-553-6671

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 stpatrickyorkville.org

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