



JESUS EXALTED + WORD EXPLAINED
EASTERN STAR CHURCH

Production Team: Switchboard Operator

The Switchboard Operator works with the Lead Video Producer and Production Coordinator in filming Sunday Morning Services at the Main Campus. This position helps to ensure quality visuals for both inside the sanctuary and on the live streaming services. The Switcher will work with the Camera Operator, Propresenter Operator, and PowerPoint Operator operators to present the variety of visuals during each service.

Ministry Area/Department	Communications/Production
Position	Switchboard Operator
Accountable To	Lead Video Producer
Ministry Target	General Congregation
Position Is	Volunteer
Position May Be Filled By	ESC Member
Minimum Maturity Level	New, Growing Christian
Spiritual Gifts	Serving
Best Personality Traits	Consistent, Dependable
Length of Service Commitment	One (1) Year Minimum

ANTICIPATED TIME COMMITMENTS

1. Doing ministry/preparing for ministry: 2-3 hours weekly or bi-weekly pending schedule
2. Participating in meetings/training: quarterly

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities as offered.
2. Ensure timely, quality video presentations of Sunday services.
3. Control the video switcher in the control room as needed by the Production Coordinator.
4. Switch between various camera setups as needed.
5. Call for screen graphics and animations as required.
6. May serve as the person responsible for entering and generating screen titles.