

Western Theological Seminary Job Description

Job Title	Chapel Host
Department	Maintenance
Reports To	Buildings and Grounds Superintendent
Work Schedule	as scheduled with Supervisor (Part-time)
Date	2026-2027 Academic Year

Summary of Responsibilities

The Chapel Host will operate and support audio-visual and computer technology for daily worship and special events in Mulder Chapel. Responsibilities include setting up and operating sound, video, and projection systems, assisting leaders and presenters with their technology needs, troubleshooting issues to ensure smooth operation, and maintaining equipment in good working order. Training will be provided, but the role requires the ability to work independently once trained.

Essential duties and responsibilities (Other duties may be assigned)

- Operating audio, video, and projection equipment during worship and events.
- Managing setup, testing, and shutdown of technology before and after services.
- Assisting event leaders, musicians, and guest speakers with technology needs.
- Troubleshooting and resolving issues promptly to minimize disruptions.

Knowledge and Abilities

- Strong attention to detail
- Basic computer technology skills

Qualifications

- Bachelor's degree or equivalent
- Training is required