Position Description

Position Title: Translator
Department: Event Media
Position Code: D5840
Date Prepared: 1/29/15
FLSA Status: Exempt Non-Exempt

Full Time: Yes ☐ No ☐

JOB SUMMARY:
The Event Media Translator possesses a comprehensive understanding of and fluency in both the subject and target languages. The Event Media Translator also possesses a thorough understanding of the culture(s) of his target audience and is fluent in expressing theological language and ideas in ways that are appropriate to that culture and language. The Event Media Translator is able to simultaneously interpret live events for recording and/or live broadcast use. Also, the Event Media Translator is able to translate recordings in a post-secondary setting.

ESSENTIAL JOB FUNCTIONS:
The employee in this position will have the following essential job functions:

- Translates from English to Spanish and Spanish to English in an efficient and professional manner
- Interprets live events to enable the participation of non-English speaking students and guests
- Interprets live events to promote the ministry of Southern Seminary to an international, non-English audience
- Interprets recordings of past chapels and conferences for publication on the Southern Seminary website and other media outlets
- Assists the departments of Event Media and Event Productions with the translation of documents, phone calls, Social Media publications, etc. as needed

Performs other duties as may be assigned by supervisor.

EDUCATION:
The person in this position is encouraged but not required to have an undergraduate degree. In addition, this person should demonstrate a thorough knowledge and ability in both the subject and target languages, and should demonstrate a comprehensive knowledge of theological ideas.

EXPERIENCE:
The person in this position is encouraged but not required to have previous experience as an interpreter.
SUPERVISION:
The person in this position will supervise no one.

The person in this position will report to the Manager of Event Media.

WORK ENVIRONMENT:
The person in this position will work in a typical office environment as well as classroom, lecture, conference, and studio settings.

EQUIPMENT:
The person in this position will use the following equipment: microphones, audio recording equipment, PC and Mac computers, translation headsets, and other office equipment.