

AV Technical Assistant, Part Time

SUMMARY:

The AV Technical Assistant is a part-time position, responsible for providing excellent media/audio-visual support for two worship services each Sunday, Praise Team practices on Wednesday evenings, and special services or events as requested. The on-site technical professional will be responsible for overseeing the effective operation of equipment used to enhance live church events such as microphones, video recorders, lighting, sound equipment, graphics, and live-streaming by trained volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The AV Technical Assistant manages and implements audiovisual systems and operations that directly impact all facets of the weekly church services. The AV Technical Assistant's primary responsibilities include the following:

- Provide excellent media/audio-visual support for two worship services each Sunday, Praise Team practices on Wednesday evenings, and special services (such as Christmas Eve) and events as requested.
- Ensure proper operation and maintenance of audio/visual equipment inventory.
- Set-up or tear-down of AV equipment needed each week in both services.
- Scheduling volunteers to provide the necessary media / audio-visual support for all events
- Provide quarterly training to the AV team to advance their knowledge and experience operating new and/or existing AV equipment.
- Identify deficiencies in the media / audio-visual operations and take the appropriate steps to correct or improve them.

MINIMUM QUALIFICATIONS:

- Experience with Audio-Video System design and deployment.
- Familiarity with video recording and editing as well as online streaming.
- Ability to react quickly to events during live programming.
- Possesses effective interpersonal and communication skills to communicate technical/complex information both verbally and in writing.