

First Presbyterian Church of Joplin

Audio Visual Technician Job Description

Job Title: Audio Visual Technician
Reports To: Co-Pastors
Position Status: Part Time, Average of 5 hours per week (2.5 on Sunday mornings)

Positions Description:

The Audio Visual Technician runs the sanctuary AV system, records & live streams worship Sunday mornings, uploads videos to YouTube, runs presentation software, and designs digital graphics/slides as need. They must work in church Sunday mornings from 9:30am-12:00pm. They may complete the rest of their hours remotely during the week. The AV Technician must be available to work on Christmas Eve & Easter during the worship services. The AV Technician is permitted to request, with proper notice, four Sundays off a year (excluding Easter or Christmas Eve).

The Audio Visual Technician is responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment as needed. Also, produce the best possible atmosphere for worship through sound reinforcement. This includes but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the pastor wants to convey, and supporting the audio needs of the people involved with the church service.

Responsibilities:

Pre-Service

- Set up for musicians and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions
- Set up and operate sound equipment.
- Create and share links to live streamed services.
- Perform proper line check.
- Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and eq/mixing process. Monitor sound feels to ensure quality.
- Test and resolve equipment issues.
- Diagnose and correct media system problems.
- Check with pastor for worship schedule and any schedule changes.

During Service

- Responsible for adjusting sound levels during service as needed.
- Responsible for following pastor's direction and musician's direction during services.
- Responsible for recording and live streaming the service.
- Responsible for following stage and schedule cues.
- Responsible for providing a distraction-free service as it relates to audio production.
- Determine and execute filming sequences and camera movements.

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Post Service

- Return media to individuals (Backing CD to soloist, DVD to visiting presenters, etc.)
- Talk with the musicians to find out if issues existed for them during service.
- Note any broken/faulty equipment and take it out of service if possible.
- Clear Stage of equipment as needed and re-organize multimedia equipment.
- Edit and post videos online – YouTube & Church Website

As Needed or Required

- Clean audio and video equipment and store properly.
- Ensure equipment the safe transfer and shipment of equipment.
- Duplicate audio and video data.
- Train volunteers to work the AV system during worships to cover for the AV technician approved days off.
- Other duties as assigned by pastoral staff.

Qualifications and Skills Required:

- Able to work in team settings and take directions.
- Either has experience mixing audio successfully in the live environment or are willing to attend training and work alongside a mentor. Able to work in team settings and take directions.
- Have good communication skills.
- Ability to think quickly and react/trouble shoot properly in high stress situations.
- Willing to attend training sessions and read/watch other training material for improving existing skills.