

AUDIO/VISUAL (A/V) TECHNICIAN

Position Description

TITLE: Audio/Visual (A/V) Technician

PURPOSE: To set up, operate, and maintain all audio and video equipment for Sunday worship services, funerals, weddings, and other special events. The goal is to provide a high-quality, seamless, and engaging technical presentation that supports the ministry and enhances the worship experience for both the in-person and online congregations.

REQUIREMENTS:

- A commitment to supporting God's people in worship; familiarity with the flow and traditions of a Presbyterian worship service or with a worship tradition that follows traditional liturgy is beneficial.
- Required proficiency with ProPresenter, OBS (Open Broadcaster Software), and Facebook Live.
- Demonstrated experience with digital soundboards is required; familiarity with the Behringer X32 is a significant plus.
- Must be knowledgeable in providing sound support for music ensembles, including microphone and monitor support for the Praise Team, instrumentalists, and choir.
 - A background in music, either as a musician and performer, singer, or music training preferred. This helps when mixing live audio and audio balancing.
- Proven ability to maintain high-quality sound in the worship space for both in-person worship and the livestream simultaneously.
- Experience in live audio mixing, preferably in a worship setting.
- A strong working knowledge of signal flow.
- Excellent problem-solving skills and the ability to troubleshoot technical issues calmly under pressure.
- Highly reliable, punctual, and detail-oriented.
- A collaborative spirit with strong communication skills.

ACCOUNTABILITY: Accountable to the Minister of Music (Direct Supervisor), the Pastor as Head of Staff and ultimately the Session through the Personnel Committee.

STATUS: part-time; non-exempt; (approx. 3-5 hrs)

RESPONSIBILITIES:

1.Sunday Worship & Special Services:

- Arrive by 9:30 AM on Sunday mornings to be present for all rehearsals with the praise team and/or choir.
- Run all sound, basic lighting, and livestream technical needs for the 11:00 AM worship service.
- Provide technical support for special services as required (e.g., Christmas Eve,

Holy Week).

- Run technical needs for Memorials and Weddings as scheduled. These events will be compensated with the same stipend amount as a Sunday morning service.

2. Stage & Platform Management:

- Coordinate/Assist with the physical setup and teardown of the sanctuary for services, including cabling, placing microphones, monitors, and other necessary equipment.

3. Livestreaming & Media Production:

- Set up and manage the livestream of services to all designated platforms.
- Monitor stream quality throughout the service to troubleshoot any potential issues in real-time.
- Record all services and events.
- Support the church by placing livestream services or other video/audio material on Facebook, YouTube, the church website, and any other platforms as requested.

4. Equipment Management & Maintenance:

- Perform routine maintenance and upkeep on all worship tech equipment.
- Properly power down and store all equipment after services and events.
- Maintain an inventory of A/V supplies (batteries, cables, etc.).
- Proactively identify and report any equipment malfunctions or needs for repair/upgrade to the Minister of Music and Property Committee.

5. Team Development & Improvement:

- Recruit and train a small team of volunteer A/V assistants to provide support and backup.
- Stay current with new A/V technologies and best practices.

6. Ministry Collaboration:

- Work in close collaboration with the Pastor, Minister of Music, and the Worship & Property Committees to update tech equipment or make adjustments and purchases.