

AUDIO/VISUAL TECH – CONTRACT POSITION

DESCRIPTION

POSITION: Audio/Video Technician (Contract Position)

RESPONSIBILITIES: Operate soundboards and/or video projector system equipment for live-streamed worship services and other church-wide events, including funerals, wedding or special events requiring a sound and visual operator. Video record the sermons for each service. Run slides from Pro Presenter software on Mac computer during sermons and other parts of services as needed.

TASKS/PROFICIENCIES:

1. Operate Allen & Heath SQ7 Digital Sound Board, and assure system is turned on and sound levels monitored for each service.
2. Meet with worship leader(s) prior to services or special events for sound checks.
3. Deliver wireless microphones as needed and do battery checks.
4. Set up extra microphones as required.
5. Record services for broadcast and/or duplication as required.
6. Operate and maintain Panasonic PTZ video cameras for Live Stream.
7. Develop and display screen slides as needed to support sermons.
8. Operate built-in projector screen via Mac laptop, including videos and presentations as required.
9. Alert media coordinator to audio equipment needing servicing or repairs.
10. Alert media coordinator of absences to assure that alternative support can be scheduled.
11. Other tasks as assigned by Media Coordinator, Director of Communications or Church Administrator.
12. Flexibility to work hourly on an as-needed basis, including weekends.

DESIRED QUALIFICATIONS:

1. Education: High School Diploma and some college or equivalent experience.
2. Work Experience: Six months of experience operating digital sound board.
3. Ability to multi-task and attention to detail are important skills for this position.
4. Knowledge of video cameras and ability to use in manual settings.
5. Comfortable with Mac and PC computers, ProPresenter and Power Point software.
6. Experience with live production, live-streaming situations/environment.