

Job Title: Audio-Visual Supervisor

Reports to: Senior Pastor and Session

Category: Part-time Exempt (10 – 15 hours/week, including Sunday mornings. This position does not receive benefits)

General Summary: The AV supervisor provides audio-visual and live production support including livestreaming of Sunday morning worship and other church events. The AV Supervisor must possess flexibility, creativity, problem-solving skills and excellent technical skills. Works effectively with other members of the ministry team as well as committees of the church.

Essential Functions:

- Create a sustainable, reproducible, and scalable system for in-house and live-stream worship that is adaptable to the evolving needs of the church
- Train, schedule, evaluate, and lead paid staff and volunteers, based team for worship and event production needs
- Friendly and professional demeanor with clear oral and written communication skills
- Works independently to produce creative content
- AV budget management
- Maintain production technology and equipment, monitor, troubleshoot, and/or make recommendations for repair, replacement or upgrading systems as needed
- Provide production leadership (in audio, video, projection, etc.)
- Create and model a positive environment and culture
- Oversee the planning, shooting, and production of recorded video projects
- Recruit, train, supervise and develop a team of paid staff and volunteers to support video production
- Oversee worship broadcast audio set-up and mixing
- Operate audio technical production equipment
- Oversee the production planning and execution of Sunday in-house and live-stream worship
- Collaboratively manage the service flow/execution of Sunday worship
- Participate as a member of the worship planning team and collaborate with staff on weekly worship planning, including (if possible), participating in weekly staff and production meetings.
- Other duties as assigned

QUALIFICATIONS:

- Degree in Audio-Visual (AV) or related field; three to five years of training and related experience; or equivalent combination of education and experience.
- Proficient with G-suite productivity tools (Drive, Gmail, Docs, Sheets, etc.)
- Familiarity and comfort in operating macOS, iOS, and Windows based hardware.
- General IT knowledge, including computer and network troubleshooting skills
- Ability and willingness to investigate and become proficient in additional production technologies and software applications, as needed

Physical Qualifications:

- Must be able to lift and carry items up to 20 pounds, kneel, squat and stand to perform duties.

** This is a new position and this current job description represents the minimum expectations. Additional duties and expectations may be added or changed to meet the needs of the church.*