

## Audio-Visual Director Job Description

Quail Hollow Presbyterian Church USA (hereinafter referred to as QH).

Job Type: Part-Time

### **Job Description**

The primary responsibility of the Audio-Visual Director (hereinafter referred to as the A/V Director) is to provide technical expertise and team leadership for the church's sound, media, video, and stage lighting. The A/V Director is also responsible for audio/video technical and creative development, production, and training related to the live/post-production audio/visual needs of QH.

The A/V Director ensures that the worship and A/V ministries continue to grow in effectiveness and quality of excellence in alignment with the church's vision, mission, and strategic objectives. The A/V Director will be focused on the production of and the technical oversight of the weekly live-streamed services.

### **Strengths & Skills**

- A growing relationship with Jesus Christ.
- Possesses a servant's heart and a strong passion to support the ministry of QH. Skilled in creating and mixing quality sound in the sanctuary.
- Comfortable and proficient in working with a variety of audio, video, media, and lighting equipment, including but not limited to; PreSonus-Studiolive 24.4.2 Audio Board, Blackmagic design ATEM, Optics IP Super Controller, an understanding of frequency coordination for wireless microphones, in-ear systems and wireless instrument feeds.
- The A/V Director should also be proficient in ProPresenter, Windows OS, PowerPoint, YouTube live streaming, and computer networks, and have a working knowledge of various software platforms for video production/editing and audio production/editing.
- Strong communication and leadership skills. Holds a "problem solver" attitude.
- Skilled in all levels of video production (pre-production, live production, post-production, camera operation, editing, sound design, color correction, etc.).
- Knowledgeable and skilled in live-switching of multi-camera sources, with up-stream keys and down-stream keys.
- Inasmuch as our primary focus is producing live events, the applicant must be able to work in a rapidly changing environment with multiple priorities.
- High-capacity individual who thrives in a "work hard, play hard" environment and is consistently striving to learn and grow.

## **Primary Responsibilities**

- Provide excellence in front-of-house operation for one Sunday service, utilizing the digital audio board.
- Provide training and expertise to improve the mixing skills of current and future QH volunteers.
- Provide personal operational and/or supervision of volunteers for all worship services, ministry events, and special events of QH, including but not limited to the Sunday morning service.
- Partner with the staff and/or A/V team to develop plans and strategies for ongoing A/V-related worship additions and/or improvements.
- Coordinate with staff each week in order to create ProPresenter for in-house support and announcements and create PowerPoint slides for use in live program.
- Establish standards of operation and quality for A/V ministries and oversee continuous improvement against those standards.
- Keep current with new technology trends in equipment, hardware, and computer software programs and plan for inclusion, if applicable to the current or future plans of QH digital media opportunities.
- Provide technical expertise and solutions relative to live audio, recorded audio, web audio, video recording, and the production of vignettes, livestream of video production (live or pre-recorded productions), lighting and stage production for the church facility.
- Continually work on developing and improving personal skills for use in ministry so that the A/V ministry can grow. Participation in workshops, conferences, seminars, etc. is encouraged.
- Assist the media team in the ongoing development and effective use of social media for church communications.
- Responsible for maintaining A/V and Facilities A/V budgets within approved annual guidelines, as well as developing written strategic and expenditure proposals as needed throughout the year.

## **Supervisory Responsibilities**

Develop and manage an A/V volunteer ministry which includes the development of volunteer job position descriptions and integration of aptitude assessments.

## **Working Relationships**

Responsible as team leader and coach for A/V ministry volunteer teams  
Responsible to the Senior Pastor

While the A/V Director is a part-time position, the A/V Director must be available during certain (normal) weekday staff hours (to attend by phone or in person monthly staff meetings), plus flexibility for creative work that must be done outside of normal staff hours.

## **Personal Attributes**

Professing, growing, committed Christian of exemplary personal and family life. Belief in an environment of cooperative teamwork with other members of the QH staff and elders.

## **Education**

Two or four-year degree in audio-visual or related field; or two to five years related experience and/or training; or equivalent combination of education and experience.

## **Overview**

This is a part-time, salaried position around 2.5 hours a week (more or less).  
Salary is negotiable based on experience and expertise.

To apply send resumes to [church@qhpc.org](mailto:church@qhpc.org)