



Job Description for: Lead Audio/Video Technician

SUMMARY: This position will be responsible for coordinating and executing the activities related to the recording of audio and video of the services of the Avon United Methodist Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide a knowledge and understanding of audio, video, streaming and lighting concepts to help enable worship for the glory of God.
2. Understand and be able to operate any audio and video equipment owned by AUMC.
3. Provide recommendations for the maintenance or replacement of all audio and video equipment to the Technology team.
4. Live to a work schedule planned by the Worship Pastor to ensure coverage for all services that will have audio and video functions.
5. Be the point person for Audio/Video needs for Sunday morning worships especially when the Worship Pastor is leading worship.
6. Help develop and execute a volunteer program to ensure coverage for the audio and video recording functions.
7. Provide training for any volunteers on all audio and video equipment and ensure that unpaid volunteers will be able to execute their responsibilities satisfactorily.
8. Work closely with the Technology Committee to identify and document any computer or network requirements that are needed to properly execute the audio and video functions.
9. In conjunction with the Technology Committees maintain a list of supplies that may be needed, secure appropriate supplies after approval from the Technology Committee.
10. Help develop an annual budget with the Technology Committee, providing the information to the Church Financial Coordinator.
11. Help oversee equipment before and after weddings and funerals to ensure readiness for all services.
12. Participate in Wednesday night music practices to ensure the smoothest execution of Sunday morning services.
13. Oversee that all slides, videos and other components for Sunday morning services are ready before Sunday morning.
14. Help recruit and create a volunteer pool.
15. Able teacher and encourager to create the right worship and faith atmosphere.

ADDITIONAL DUTIES AND RESPONSIBILITIES: As identified and agreed upon with the Lead Pastor, provide audio and video services for all Sunday services.

QUALIFICATION REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are*

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Lead Audio/Video Technician shall be a committed believer and follower of Jesus the Christ. It is desired that this person model strong moral integrity and have an appreciation for the gifts of ministry of individuals of all ages.

The Lead Audio/Video Technician shall also be willing to be in cooperative ministry with lay members of the church and help highlight the many different spiritual gifts God has blessed each with.

This person shall support Avon United Methodist Church denominational and board philosophies in addition to the established policies.

REQUIRED SKILLS

- Musical ear to help evaluate and mix the online service
- Knowledge of audio and video technology
- Demonstrated capability to understand and utilize new AV equipment
- Ability to multitask and organize
- Friendly and approachable
- Respectful
- Ability to work independently and with others
- Dependable, punctual, and trustworthy

EDUCATION AND EXPERIENCE: Demonstrated experience with audio and video equipment and capability to understand and utilize new AV technology.

JOB PARTICULARS:

1. Accountable to the Lead Pastor, who provides the directions for the execution of job duties, and Staff- Parish Relations Leadership Team.
2. Member of the Worship Staff Branch.
3. Number of hours: Employment will be considered to be part-time (approximately 4-8 hours, depending on the specific needs for each Sunday). The workweek and distribution of hours will be primarily on Sunday morning, with other hours during the weekend as needed for setup and shut down.
4. Compensation: As recommended by the Staff-Parish Relations Leadership Team, approved by the Finance Ministry Team, and adopted by the Church Council.
5. Job Benefits: See the Avon United Methodist Church Lay Personnel Handbook.

I have read and understand my job description. I further understand this job description is not intended as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with my job.



Employee Name: _____

Employee Signature: _____

Date: _____