

Audio-Visual Technical Assistant
Shepherd of the Valley Lutheran Church
Job Description

Status: Part-time; Hourly
Budgeted Hours: Rotation
Reports To: Production Manager
Accountable To: Pastoral Staff; Director of Music & Worship; Worship Leader; Program Leaders; Council

Our Vision: Shepherd of the Valley (SOTV) invites all people to experience the Welcome, Transformation, and Sending of Jesus Christ.

Our Mission: In community, we discover, grow, and live into our individual relationships with Jesus Christ. Four core ministries support this mission: Worship, Learn, Connect, and Care.

Purpose: This role will seek to accomplish excellence in supporting worship, special services, ministry events, education, and programs with quality audio-visual (AV) technology support.

Qualifications:

- High School Diploma, preferred
- Audio-Visual training and/or certification(s), preferred
- 2 years minimum demonstrated Audio & Video experience
- Demonstrated experience with mixing vocal & band music in a live setting
- Demonstrated trouble-shooting and problem solving skills
- Demonstrated ability to work individually and as part of a team
- Basic computer knowledge and applicable skills
- Proficiency in Microsoft applications including PowerPoint
- Familiarity with other software programs such as Pro Presenter, preferred
- Demonstrated dependability and promptness
- Effective communication and organization skills
- Demonstrated professionalism and attention to detail
- Clear criminal and motor vehicle record checks performed by SOTV as requested

Expectations:

- Availability to weekend worship coverage with rotation of shifts
- Regular participation in team meetings, scheduling meetings, training, and rehearsals
- Coverage of scheduled shift
- Prompt arrival at call time and ability to complete necessary tasks following program/event time to finish shift
- Prompt response to electronic communications with supervisor

Responsibilities:

I. Audio-Visual Support to Worship, Programs, and events

- A. Provide excellence all AV support as scheduled
- B. Participate in planning meetings and /or rehearsals as scheduled
- C. Produce quality vocal and band music mixes for events including but not limited to Worship, Concerts, Godzone, Confirmation, Musicals, and Youth ministry special events, as directed
- D. Oversee the setup, takedown, and proper usage of equipment for music and other aspects of all worship services, including worship, funerals, weddings and other occasional services
 - i. Appropriately equip staff and volunteers
- E. Implement multi-media such as YouTube videos, video clips, PowerPoint, etc. as directed
- F. Oversee / manage the sound and video systems at all worship services, special services, programs, and events as scheduled
- G. Production & Duplication
 - i. Produce and duplicate audio & video as directed
 - ii. Collaborate with staff as directed to create productions to support worship and programs (i.e. videos, audio recordings, etc.)
 - iii. Provide Director of Communication with files as directed

- iv. Assist in Broadcast Media as directed
- H. Collaborate with volunteers as directed by Production Manager
- I. Training
 - i. Participate in training as directed
 - ii. Cross-train volunteers and new staff members as directed

II. Equipment

- A. Responsible for appropriate use of all equipment
 - i. Cross-train staff & volunteers where appropriate
- B. Monitor all audio and video equipment and ensure it is running properly
- C. Advise Production Manager of equipment needs and /or repairs

III. Volunteer Collaboration

- A. Collaborate and work alongside volunteer roles
- B. Cross-train volunteers