

**Grace Church, PC(USA)
2312 18th Avenue
Rock Island, IL 61201**

Offer of Employment Terms and Conditions from _____ to _____

Position: Audio/Visual Technician
- See prepared job description -

Compensation:

- The Technician shall be paid \$_____ per hour.

- The Technician is responsible for finding a qualified substitute to perform their duties in the event the technician is unable to perform those duties.

- The Technician shall send a completed time sheet to the church secretary at the end of each pay period.

Approved as to substance and form:

AV Technician

Date

Finance Team Chair

Date

**Parent/Guardian
If Technician is under
18 years of age**

Date

Grace Church, PC(USA)
Audio Visual Technician Job Description
3/2024

Job Title: Audio/Visual Technician
Reports To: Worship Team Chair
Position Status: Part-Time, with an average of 5 hours per pay period.

Position Description:

The Audio-Visual Technician runs the sanctuary AV system, records & live streams worship services, runs presentation software, and may be asked to assist in digital graphics, if needed. They work in church Sunday mornings from 9:50am until approximately noon. A few additional, unscheduled hours may occasionally be requested for various reasons such as funerals, coworker training, and maintaining the team's work schedule. The AV Technician must be available to work during services on Christmas Eve & Easter. The AV Technician is permitted to request, with proper notice, four Sundays off a year (Excluding Easter or Christmas Eve).

The AV Technician is responsible for turning on, operating, and troubleshooting audio and video equipment. The AV Technician produces the best sound levels for worship plus attends to the audio and visual needs of the Music Director and Worship Team.

Responsibilities Include:

Pre-Service

- Set up for services, events and functions includes equipment maintenance such as microphones, speakers, video monitors, recording equipment, cables, and soundboard.
- Turn on lights within the church.
- Turn on and operate sound equipment.
- Turn on and operate live stream devices.
- Turn on and operate computer with Proclaim software.
- Check equipment and resolve any issues.
- Obtain service bulletins for all AV Technicians volunteers.

During Service

- In charge of any volunteer A/V Techs.
- Responsible for overseeing two of the three stations that comprise the following:
 - Adjust sound levels during service, as needed.
 - Follow Pastor's and Music Director's cues during services.
 - Record and live stream the service.
 - Follow stage and schedule cues.
 - Provide a distraction free service as it relates to audio, video and live stream production.
 - Determine and execute video sequences and camera movements.
- Responsible for operating one of the three AV stations.

Post Service

- Turn off AV equipment after the congregation has left the sanctuary and reset it for the next use.
- Turn off monitors and lights after the congregation has left the sanctuary.
- Return any borrowed media to owner (i.e.: thumb drive)
- Talk with the Music Director and Worship Team to determine if A/V issues existed for them.

- Inform the Property Team of any broken or faulty equipment and take it out of service.

As needed or Required:

- Willingness to work additional or unscheduled events, such as wedding, funerals, etc.
- Keep audio and video equipment clean and stored properly.
- Train volunteers to operate and maintain the equipment.
- Other duties as assigned by the Pastor and/or Worship Team.

Qualifications and Skills Preferred:

Ability to work in a team setting plus take and give directions.

- Experience with A/V equipment.
- Good communication skills and a pleasant attitude.
- Ability to think quickly and troubleshoot properly in a live environment.
- Willing to attend training sessions and review training materials for improving skills.
- Working knowledge of the Proclaim software by Faithlife.
- Working knowledge of the following hardware:
 - Marshall Electronics VS-pTC-200 Camera Controller
 - Blackmagic Design ATEM Mini Pro Switcher
 - Allen and Heath SQ-5 Soundboard
 - HP Desktop with an i7 processor

Wages:

- The hourly rate is \$_____ per hour.

Approved as to substance and Form:

Clerk of Session

Date