

## JOB DESCRIPTION

**Title:** SOUND AND VIDEO TECHNICIAN

**Responsible to:** Director of Music Ministries

**Purpose:** Produce the best possible atmosphere for worship through sound and video reinforcement. This includes, but is not limited to, providing the best viewing and listening experience for persons worshipping in person and for those who worship online (live and recorded services), creating the best music mix possible, creating an audio mix that meets the mood the pastor/worship leader wants to convey, and supporting the audio/visual needs of the people involved with the church service. Ultimately, glorify God through providing excellent audio and video services.

**Qualifications & Skills Required:**

1. A heart for worshipping God.
2. Able to work in a team setting; both give and take directions.
3. Either has experience mixing audio successfully in the live environment OR are willing to attend training and work alongside a mentor.
4. Have effective communication skills.
5. Ability to think quickly and react/trouble-shoot properly during the services and in high stress situations.
6. Willing to hold training sessions and read/watch other training material for improving existing skills in self and in other team members.
7. Able to work closely with volunteers in the church
8. Strong attentiveness and detail oriented
9. Ability to prioritize and multi-task
10. Experience with Open Broadcast Software (OBS) and streaming to online platforms (YouTube/ZOOM/Facebook)
11. Experience with Apple platform computer and Microsoft software

**Length of Service:** 2 years minimum.

**Time Required:** 2-hours before the service through 1/2 hour after the service when scheduled. Attend any quarterly meetings, typically 1 hour in length, and held in the evening or after church. Provide sound support for special rehearsals and services (Easter, Christmas, Sing-Along Messiah, and occasional others as needed). Provide sound and livestream support for funerals or arrange for a substitute.

## **Weekly Tasks:**

### *Pre-service*

1. Set up worship area for musicians
2. Perform proper line check.
3. Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and the eq/mixing process.
4. Check with worship leader and pastor for schedule and any schedule changes.
5. Schedule livestream on YouTube
6. Load and ensure visual performance of preservice and service visuals
7. Conduct visual, sound and performance quality check for livestream and troubleshoot visual displays and confirm that presentation software is broadcasting correctly

### *During Service*

1. Responsible for adjusting sound levels during service as needed.
2. Responsible for following worship leader's direction and musician's direction during services. For example, boosting monitor levels.
3. Responsible for recording the service.
4. Responsible for following stage and schedule cues.
5. Responsible for providing a distraction-free service as it relates to audio production for online and Sanctuary worshippers and as it relates to visual production quality for online worshippers.
6. Ensure proper lighting during worship services/events
7. Monitor and troubleshoot problems with livestream of video and audio via web for Sunday services and recorded events.

### *Post-service*

1. Return any media to individuals. (ex: CDs/DVDs, etc.)
2. Talk with worship leaders to find out if issues existed for them during service.
3. Note any broken/faulty equipment and take it out of service if possible.
4. Clear stage of equipment as needed.
5. Close YouTube livestream

### *Other responsibilities*

- Coordinate with other worship team members to ensure accuracy and quality of slides to be used in services
- Assist in setting up special activities held at the church to ensure sound and video support
- Monitor and maintain an Inventory media equipment and recommend replacements and upgrades to maximize performance and utilization of ministry resources. Oversee donation or dispose of outdated and obsolete material
- Train and support volunteers to establish creative and quality in person and online worship experiences.

- Annually review and evaluate policies and procedures for operating audio and video equipment, including making necessary improvements.
- Coordinate with media sales, supervisor, and Trustees representative as needed to determine new equipment and upgrades
- Schedule sanctuary times as needed for training, upgrades, and testing
- Provide support for special videos to be produced for church website

**Possible additions to the position – depending on person and how relates to communications position:**

Plan and produce creative promotional video/digital announcements in partnership with other ministries of the church

Respond to emails/letters/online chat from members and online viewers related to AVL needs/suggestions

Manage website updates and social media messaging (this would mean add to skills required experience and/or willingness to be trained in WordPress)