

**Position:** Audio/Visual Technician

**Position reports to:** Lead Pastor

**Status:** Part-time

**FLSA:** Exempt

**Salary Base Range:** \$5200

**Responses:** Submit resumes to Dan Elmore at [trinityumcsmithfield@mytrinity.org](mailto:trinityumcsmithfield@mytrinity.org)

**Job Summary:** The Audio/Visual Technician plans, organizes and implements the use of appropriate audio/visual technology that enhances the overall quality of the worship experience at Trinity United Methodist Church and creates an atmosphere conducive to worship. A/V support is required during Sunday Worship (three services) and for a variety of other special ministry events and performances.

**Hours Required:** Approximately 8 hours per week and may require some evening/weekend work to support various events and functions.

**Essential Functions:**

- Design and develop schedule and appropriate visuals, both images and videos, for each element, step, and transition of worship services, special performances, and events.
- Ensure that visuals for scriptures, song lyrics, responsive readings, etc. are created for easy reading on large overhead projection screens.
- Collaborate weekly and provide audio/visual guidance and support to church leaders.
- Operate the combined computer and A/V equipment to project visuals for each of the three Sunday worship services.
- Ensure adequate AV staff is available for all Sunday Worship services.
- Operate the soundboard for special events, weddings, and memorial services as needed.
- Provide audio/visual support and planning for visiting performers and for special concerts and events outside of Sunday Worship.
- Coordinate and assist in stage design and management support for live performances including microphone placement, musical instrument placement, and lighting.
- Train and provide input to sound and video volunteers as needed.
- Create and maintain a database of visual content (and templates) available for possible use in worship services and special events and performances.
- Maintain all ministry audio/visual equipment, and plan for future upgrades and technology enhancements with the A/V Team and church leadership.
- Manage and coordinate other special projects and perform other duties as directed by the Pastor(s) or SPRC.

**Working as a Team:**

Work is performed in collaboration with the Director of Music and Worship Arts, Communications Director, Pastor(s), and other Church ministry leaders who will offer creative suggestions and input on visual graphics for worship services. The Audio/Visual Technician works with a group of volunteers who make up the Audio/Visual Team (Sound, Lighting, Visuals, Video Production, and Stage Management).

**Preferred Qualifications:**

- Experience in audio/video production.

- Demonstrated proficiency in programs such as MS Windows, PowerPoint, image editing software, video editing software. Easy-Worship experience is desired.
- Experience working with and designing audio/visual systems (including sound consoles, lighting, and video production systems).
- Broad understanding and knowledge of audio/visual technical operations.
- Understanding of video projection systems. · Basic understanding of lighting, stage design, and consultation.
- Leadership qualities, interpersonal, and administrative experience.
- Must be able to work in a rapidly changing environment and ability to “react on the fly.”
- Advanced knowledge of Microsoft Office programs.

#### **Physical Requirements:**

- Both near and far vision sufficient to follow actions in the church sanctuary and read the overhead projections screens while also clearly seeing the computer screen, keyboard and A/V controls.
- Hearing sufficient to follow the services and clearly hear pastor(s) and other speakers.
- Standing for 5-10 minute periods.

#### **Core Competencies:**

- **Compassion:** Genuinely cares about people; is concerned about their work and non-work problems; is available and ready to help; is sympathetic to the plight of others not as fortunate; demonstrates real empathy with the joys and pains of others.
- **Delegation:** Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; trusts people to perform; lets those who report directly finish their own work.
- **Organizing:** Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.
- **Planning:** Accurately assess the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- **Developing volunteers:** Able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.
- **Interpersonal relationships:** Relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.