

**Position:** Audio/Visual/Livestream Technician

**Position reports to:** Lead Pastor

**Status:** Part-time

**FLSA:** Exempt

**Job Summary:** The Audio/Visual/LiveStream 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 rehearsals and Sunday Worship ( 8:30, 9:30, and 11am) and livestream support is required during the 9:30 and 11am services. A/V support may also be needed for a variety of other special ministry events, services, and performances.

**Hours Required:** Approximately 9 hours per week and may require some evening/weekend work to support various events and functions.

***Pre-service & ROL Rehearsal***

1. Set up stage 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. Set up live stream and work with volunteers to ensure quality broadcast.
6. Troubleshoot video displays and confirm that presentation software is broadcasting correctly.

***During Service & ROL Rehearsal***

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 the broadcasting and recording of ROL and 11am services and monitoring of live stream equipment.
4. Responsible for following stage and schedule cues.
5. Responsible for providing a distraction-free service as it relates to audio production.
6. Assist/mentor volunteers in all aspects of AV/presentation and streaming.

***Post-service***

1. Return media to individuals? (Backing CD to soloist, DVD to visiting missionary, etc.)
2. Communicate with band, worship leaders, pastor to find out if issues existed for them during service.
3. Note any broken/faulty equipment and take it out of service if possible and replace.
4. Clear stage of equipment as needed.
5. Create media presentation/videos as requested.

***Special-services (weddings, funerals, lectures, bible studies, conferences etc.)***

1. Provide AV support, media presentation and audio/video recordings.
2. Responsible for operating and monitoring live stream if needed.

***Special media projects***

1. Edit, save, compose video projects as requested (outside normal weekly hours)