



# GRACE COVENANT

## PRESBYTERIAN CHURCH

- Position Title:** Audio/Visual Technician
- Status:** Part Time/Non-Exempt, approximately 10 hours/week  
hourly rate negotiable
- Working Relationship:** Reports to the Co-Pastors/Co-Heads of Staff
- Supervisory Duties:** Supervises the volunteer Tech Crew
- Position Description:** Works to ensure the optimal operation of the sound, light, and video systems of the church in worship, Sunday school, special events, and other times as needed.

### Qualifications and Experience:

One year of related experience, or equivalent combination of education and experience. Proficient with audio/visual equipment, presentation and editing software, and social media such as Facebook Live and YouTube.

### Position Duties and Responsibilities:

#### Technical

- 1.1 Ensure all technical equipment needs for worship, Sunday school, and other events are available and operating properly. This includes the audio system, lights, projection, and video equipment;
- 1.2 Regularly monitor system design from technical and operational standpoints and enhance as necessary. Make recommendations when appropriate for enhancements requiring purchasing or major staffing changes;
- 1.3 Ensure all media, equipment, and required systems for recording and streaming audio and video are in place and operating properly;
- 1.4 Ensure that appropriate hard drives have sufficient space for regular recordings;
- 1.5 Be responsible for the inventory, maintenance, repair, and rental (when necessary) of audio-visual equipment used in worship;
- 1.6 Be responsible for ensuring necessary equipment is available and properly set up for all special events (*e.g.*, mid-week worship services, productions, concerts, special guests, weddings, funerals) regarding sound and lighting;
- 1.7 Oversee purchasing and maintenance of computer equipment and software for staff and teams as well as organization and/or safe disposal of retired equipment;

- 1.8 Assist Worship Team, Music Team, Children's Team, Adult Team, and other teams with computer, audio-visual, and other technological needs; and
- 1.9 Interface with contracted providers of computer and network support and security as well as internet and WiFi providers.

### **Operational**

- 2.1 Take primary responsibility with the assistance of volunteers for streaming and operation of sound, lights, video, and projection systems during regular worship;
- 2.2 Ensure that either the Technician or one or more trained volunteers are assigned to operate the system for regular worship and special events (*e.g.*, mid-week worship services, productions, concerts, special guests, weddings, funerals);
- 2.3 Oversee post-production of recorded worship or events as needed as well as online posting of worship and/or events; and
- 2.4 Take primary responsibility for storage of past worship and event recordings.

### **Leadership and Education**

- 3.1 Oversee the volunteer Tech Crew regarding scheduling and communication;
- 3.2 Ensure that all volunteers who operate the audio-visual equipment are sufficiently trained and knowledgeable about basic operation of necessary equipment, and have an understanding of worship production and streaming;
- 3.3 Create and update training documentation for use of audio and video production equipment and make available to Tech Crew and other volunteers;
- 3.4 Coordinate use of the equipment with outside groups; and
- 3.5 Keep use policies up to date and communicated to church staff.

### **Interested Replies:**

Interested candidates should send a resume and cover letter to [patrick.bell@gcpc.org](mailto:patrick.bell@gcpc.org).

Grace Covenant Presbyterian Church is an equal opportunity employer. All employment at Grace Covenant is at-will and governed by Grace Covenant's Manual of Personnel Policies. By applying, applicants agree to allow Grace Covenant to check references and run background checks, though a criminal conviction surfaced in a background check will not necessarily disqualify an applicant. Withholding relevant information or providing misleading or false information is grounds for disqualification from consideration and eligibility for the position.