

WARNER MEMORIAL PRESBYTERIAN CHURCH

A/V Tech Specialist

Position Description –April 2021

The part-time Audio/Visual Tech Specialist will provide on-location A/V support for worship services at Warner Memorial Presbyterian Church (WMPC) and assist with digital ministry by producing/preparing recorded material for use on the website and social media. The A/V Tech Specialist will work under the direction of the Head of Staff and the Communications Committee in collaboration with WMPC staff and volunteers to facilitate a vibrant worship experience and engaging digital presence.

Work Schedule

The position is for 7 hours per week, including 3.5 hours (9:30 am to 1:00 pm) on Sunday morning.

Duties and Responsibilities

Assistance with worship

- Provide technical assistance for Sunday worship, including zoom hosting and sharing worship slides
- Provide technical support for services that are held with a combination of technologies including in-person, live streaming, and Zoom
- Train volunteers from congregation to work in all aspects of A/V for worship
- Ensure back-up A/V support when needed

Assistance with Digital Ministry

- Prepare recordings for use on website, social media, and/or email communications
- Inventory, troubleshoot, and maintain A/V equipment in good working order
- Other duties may be assigned as needs evolve

Core Competencies

Skills/Training

- Training and/or experience in Audio/Visual technologies
- Strong working knowledge of Zoom, live streaming, and social media technologies
- Attention to detail

Management Skills

- Strong organizational and administrative abilities; able to plan, organize, and coordinate with others; able to multi-task and work in an environment that may have frequent distractions
- Effectively manages time; can work independently and organize several projects concurrently; is a self-starter
- Strong interpersonal skills and ability to work collaboratively with staff and volunteers who have varying levels of technical expertise

Organizational Commitment

- Commitment to the vision, mission, and values of Warner Memorial Presbyterian Church
- Demonstrates respect for people of varying backgrounds and respects inclusivity