

Fredericksburg United Methodist Church
308 Hanover Street
Fredericksburg Virginia 22401

Job Description for
Audio Visual Coordinator and Sound Technician
10-12 hours weekly (Part-time Salary)

Criteria For Audio Visual Coordinator

Weekly Hours: 10-12 Hours (PT Salary \$10,000.00)

Supervision: Director of Music

Team Lead: Contemporary Worship Leader

Purpose:

Produce the best possible atmosphere for worship in person and virtually through audio/visual reinforcement in services, rehearsals and other various events. This includes, but is not limited to, creating the best music mix possible, creating an audio mix that supports the vision of the Pastor, Director of Music and Contemporary Worship Leader and supports the audio/visual needs of the people involved with the church service.

Qualifications & Skills Required:

1. Ability to mix audio successfully in live and virtual environments simultaneously.
2. Ability to manage video and production successfully in live and virtual environments.
3. Ability to anticipate potential issues and react quickly to troubleshoot properly in high stress situations.
4. Willing to attend meetings with the Music Ministry Team as needed.
5. Willing to attend training sessions and read/watch other training material for improving existing skills.
6. Ability to recruit and train volunteers in all A/V related areas.
7. Have good communication/people skills.
8. Reliable worker who arrives before each service, rehearsal and event to ensure every aspect of the sound system has been checked and is prepared.
9. A positive, supportive attitude and teachable spirit.
10. Able to work in a team setting and take direction under pressure.

Pre-service/event Tasks:

1. All Sound System and equipment is turned on and working in every service before rehearsals and sound checks.
2. Check the stage with musicians to ensure proper set up.
3. Perform proper line checks.
4. Perform proper sound check; including gain settings, monitor mixes, proper volume settings, and the eq/mixing process.
5. Check with the Pastor, Director of Music and Contemporary Worship Leader for any schedule changes.
6. Replace batteries for all lav mics and handheld microphones.
7. Prior to worship, assure worship order, wording, and lyrics are correct in presentation software.
8. Assure A/V setup is complete before each service.

During Sunday Services:

1. Responsible for adjusting sound levels throughout service (in-person and virtually).
2. Responsible for changing mics, leads, and making adjustments when necessary.
3. Responsible for flexibility in response to Pastor, Director of Music and Contemporary Worship Leader direction during the service.
4. Responsible for being attentive to and following stage and schedule cues.
5. Responsible for running the presentation software and staying in sync with the service.
6. Responsible for providing a distraction free service as it relates to audio and video production.

Post-service:

1. Turn off sound/AV equipment.
2. Ensure proper upload of both services of the stream to all social media platforms.
3. Support Office Managers and Communications in announcements in addition to other possible means of communication using the networked TVs in the facility.
4. Keep up with current trends in technology and bring possible ways of improving A/V quality to the team.
5. Resolve any broken/faulty equipment as soon as feasible.
6. Clear all equipment needed to set up for upcoming events.
7. Speak with the Pastor, Director of Music and Contemporary Worship Leader to find out if issues existed for them during service and resolve them.

Additional Responsibilities:

1. Participate in the creative process for service elements.

2. Participate in creative team meetings as needed.
3. Recruit volunteers for the audio/visual ministry.
4. Build an A/V team of volunteers that is self-sufficient with particular emphasis on extensive training and teaching.
5. Manage audio and video ministry staff and volunteers.
6. Maintain the upkeep and organization of band equipment including the band room.
7. Maintain an active inventory of band equipment to be reported quarterly; as well as reports to the condition of older equipment in anticipation of replacement.
8. Making recommendations for equipment updating and replacements. This includes quality control testing and removing faulty/broken equipment.
9. Liaison for installation and maintenance of AV/Sound equipment with various contractors.
10. Other responsibilities as assigned.