

## Event Audio/Video Technician Job Description

### First Presbyterian Church Fort Worth



Position:	Event Audio/Video Technician	Reports To:	Director of Communications
FLSA Status:	Non-Exempt	Schedule:	Part-time, 10-28 hours weekly, fluctuating schedule based upon events
Location: First Presbyterian Church, 1000 Penn St., Fort Worth, TX 76102			

To apply, email your resume to [HR@fpcf.w.org](mailto:HR@fpcf.w.org)

#### **Opportunity:**

First Presbyterian Church Fort Worth, established in 1873, is a vibrant source of faith, community, and service for people from all walks of life. With over 1600 members, we offer dynamic worship, outreach programs serving 1,000 neighbors weekly, and early education for children up to 5 years old. Known for our inclusive and caring environment, we are considered by many as the best place to work. Our culture is differentiated by our people-first approach, commitment to serve our community, and our unmatched total compensation packages. The Event Audio/Video Technician helps ensure the church experiences a creative and inspiring services, special events, and church programs.

#### **Contributions that Define Impact:**

*The essential functions listed are representative of those required to successfully perform the job.*

- Ensures all media and messaging aligns with the church's brand guidelines, core values, and vision
- Serves as a member of our in-house media and audio/visual (A/V) team supporting live and livestreamed events, pre-recordings, and some post-production editing for our religious services and events
- Serves as a sound board operator for live and livestreamed worship services, events, and rehearsals. Monitors and mixes sound during worship services and events, including live mixing for multiple destinations (in worship space, livestream, and recording)
- Performs sound checks and routine system tests to troubleshoot A/V equipment, pan-tilt-zoom (PTZ) cameras, and mixing boards
- Provides setup, operation, and technical support of multimedia equipment for audio-visual events occurring within First Presbyterian Church Fort Worth. This role includes operating, maintaining, installing, configuring, and repairing a wide range of audio-visual equipment while ensuring optimal performance
- Supports livestream visual needs, including multicamera and still camera operations, and lighting (three-point portrait setup). Ensures seamless operation of all broadcast equipment, including camera switching and graphic integrations
- Acts as the primary liaison to volunteers and church members, ensuring sound and presentation are effective for content delivery
- Clearly communicates key messages and understands brand tone and voice
- Maintains inventory of audio equipment and systems and recommends upgrades and repairs as needed
- Sets up, installs, and breaks down audio/visual equipment including microphones, speakers, projects, video/audio monitors, recording equipment, laptops, projectors, cables, etc.
- Handles equipment challenges and changes in a timely and professional manner

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#### ***Essential Requirements:***

##### *Education & Experience*

- Professional sound engineering, operating, and editing experience
- Thorough knowledge of audio/sound equipment, including operating sound board and microphones during live/livestreamed events
- Fluent with both analog and digital consoles of at least twenty channels
- Experience mixing and mastering different genres of music, including gospel, classical, and jazz for both live events and studio production
- Proficiency in Microsoft Office 365
- Videography and editing experience (or willingness to learn) are a plus
- Experience or academic training in studio & field production including lighting, audio, and camera work, as well as formal live sound training are beneficial
- Experience in church life, regardless of denomination, is desirable

##### *Knowledge, Skills, & Abilities*

- Excellent oral and written communication, interpersonal, cross-functional collaboration, and problem-solving skills
- Ability to closely collaborate with other employees, musicians, church members, and volunteers
- High-level of accuracy, attention to detail, and ability to manage multiple responsibilities and projects concurrently during worship and events
- Ability to troubleshoot equipment, report findings, and make repairs of diagnostic findings
- Superior interpersonal and problem-solving skills in a fluid and exciting team-based environment
- Skilled in being resourceful, flexible, and adaptable to changing priorities, time tables, and potential system outages
- Our teams (ministries) and events have many moving parts, so excellent time management skills, ability to focus and prioritize tasks, and commitment to consistently follow through are requirements
- Must be resourceful, flexible, and adaptable to changing priorities and able to work on a timeline
- Able to courteously and professionally handle interactions, issues, and concerns
- In-depth understanding of (or willingness to learn) organizational practices and standards relative to communications within the religious and nonprofit industries

#### ***Environment:***

*The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.*

- Must adapt well to workplace stressors, such as constructive criticism and technical/logistical troubleshooting, or competing priorities
- Required to frequently stand, walk, sit, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and move up to 25 pounds regularly. Digital dexterity and ability to reach with hands and arms are needed for tasks involving small knobs, switches, and accessing equipment
- Must hear with aid, effectively converse with stakeholders, and respond quickly to sounds or emergency situations in potentially noisy environments. With auditory acuity, responsible for managing the sound boards and editing audio clips

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- Visual acuity to perform activities, such as editing video/audio clips, operating the cameras, and viewing sound board settings
- Must adhere to and apply process protocols timely
- Punctual and consistent attendance is crucial to worship operations, particularly those on livestream.
- This position needs to be onsite to support the weekly Sunday worship services and evening, weekend, or holiday hours may be required. Additional hours may be needed during busier seasons, such as leading up to Easter and Christmas

#### **Team:**

The First Pres team is inclusive and diverse, valuing empathy, diversity, compassion, and collaborative contributions. Our dynamic environment promotes growth, collaboration, and mutual support. This position is part of a large event production team and will frequently collaborate with a wide array of people and organizations.

We are proud to be an equal opportunity employer that promotes an inclusive work environment in which all people authentically belong. We are interested in every qualified candidate who is eligible to work in the United States; however, we are not able to sponsor visas. All qualified applicants will receive consideration for employment without regard for one's race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, or any other status protected by law.

#### **Other Duties:**

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

#### **Benefits for You:**

Pay is determined by previous qualifications, market data, and internal equity, paid on a semi-monthly basis. As a mission-based organization, we believe in supporting our employees through an amazing benefits package.

**Full-time employees** of First Presbyterian Church are immediately eligible to participate in our robust benefits package on day 1! First Pres provides our employees with **FREE** life, AD&D, and long-term disability insurance. **FREE** Health insurance is offered to employees and eligible dependents. Additional voluntary benefits are optional, such as dental, vision insurance, or short-term disability, at a low cost to employees. Beginning their first month, First Pres automatically contributes 10.5% of the employee's earnings to a retirement plan regardless of the employee's elections.

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