

NORTHEAST PRESBYTERIAN CHURCH

Columbia, South Carolina

AV COORDINATOR (Part-Time)

ABOUT US:

Northeast Presbyterian Church is a member of the PCA (Presbyterian Church in America).

Rooted in the traditions of Reformed theology, we are a growing congregation of over 700 members. Averaging more than 500 attendees across our in-person and online services, our worship service features Reformed preaching paired with both modern and traditional hymns, led by our band, orchestra and choir.

The church was founded in 1979 and is led by Rev. Josh Desch, who took over from our founding pastor in 2020. Through dynamic Sunday services and vibrant ministries -- including Discipleship Classes, Women's Ministry, Student and Children's Ministries, and a growing Music Ministry -- we provide strong teaching and multiple opportunities for service.

POSITION DESCRIPTION:

We are seeking an Audio/Video Coordinator to oversee the audio, video, lighting, and other production technology used in Sunday worship services and throughout the week by our various ministries. Working closely with our Pastors, Music Director, and other ministry leaders, you will leverage technology to enhance worship and communicate the gospel in a distraction-free, clear manner. In this role, you will lead a team of talented volunteers and ensure all church AVL equipment is well-maintained.

KEY RESPONSIBILITIES:

- **Sunday Leadership:** Provide technical oversight and leadership for all aspects of Sunday morning worship services.
- **Volunteer Management:** Recruit, train, and support a team of production volunteers for Sunday services and special events.
- **Equipment Maintenance:** Ensure all audio, video, lighting, and stage technology is in excellent working order; coordinate with third-party vendors for major repairs and advise leadership on technology upgrades.
- **Midweek Support:** Provide audio-video support for meetings, ministry events, and rehearsals throughout the week.
- **Service Preparation:** Set up all technical elements for Sunday services, including ProPresenter presentations, audio routing, and video feeds.
- **Media Production:** Oversee the church's video studio and assist with recording video projects, podcasts, and special church events.

KEY QUALIFICATIONS:

- **Technical Proficiency:** Demonstrated experience with professional-level sound, lighting, and video equipment.
- **A Highly Collaborative Team Player:** Able to work closely with artists, pastors, staff members, and lay leaders while remaining calm and flexible under pressure.
- **Christian Faith:** A growing personal faith in Jesus Christ as Lord and Savior, with a full commitment to supporting the ministry and mission of Northeast Presbyterian Church.
- **Relational Leadership and Administrative Skills:** Strong interpersonal skills to recruit and mentor volunteers, paired with organizational skills to manage AVL assets.

HELPFUL EDUCATION AND EXPERIENCE

- **A bachelor's degree** or relevant experience in audio/video production, computer science, music/music production, or a related field.
- **Extensive experience** in church production or live event production.
- **Musical aptitude** – able to read music and follow arrangements in rehearsals and in service

PHYSICAL DEMANDS AND SCHEDULE

Physical Requirements: The ability to navigate stairs on a regular basis, to work on the stage (occasionally on your hands and knees), and to lift and carry objects weighing up to 30 pounds (or heavier with assistance).

Weekly Schedule: Includes Sunday mornings (worship services), Wednesday evenings (rehearsals), and Tuesday staff and worship planning meetings.

Other midweek support includes Thursday morning Bible studies during the school year, as well as occasional special events (holidays, funerals, seminars, and ministry celebrations).

This is a part time (estimated 20-30 hours a week), non-exempt position.

For more information on equipment details, compensation, and to apply, please email us at:
apply@nepres.com