



A/V TECHNICAL ASSISTANT

POSITION DESCRIPTION

Direct Report: Director of Worship Arts

Classification / Minister Designation: Non-exempt / Non-Ministerial

Part/Full-time: Part-time

Pay Range: \$23.00 - \$27.00/hour, based on experience

Days/Hours: Typically Monday - Thursday and Sunday; hours vary based on need

Church Membership Required: Yes

Greenwood Mission Statement: *Forming disciples who love Jesus and follow His way.*

Position Summary:

The A/V Technical Assistant supports the Director of Worship Arts to provide support for the use of and maintenance of all A/V equipment, sound board and tech assistance as needed.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

Excellent and Distraction-free environments of worship:

- Oversee proper operation of audio, facilitating a robust audio mix that complements the given worship setting, including the familiarization of worship songs so the mix compliments the proper expression of the worship set
- Ensure proper operation of lighting, creating unique and engaging lighting experiences on a weekly basis that are tailored to the worship service at hand

- Verify proper operation of media; prepare and manage ProPresenter and media computers to properly reflect the given service's theme and needs at or before the Thursday deadline
- Oversee proper operation and maintenance of live-stream broadcast
- Facilitate tech during service rehearsals
- Troubleshoot and fix any issues that may arise during Sunday morning experiences or during the week
- Support the Director of Worship Arts with training and assisting volunteers as needed
- Assist with various events requiring A/V tech team assistance as needed and available
- Assist with the purchase, maintenance, and operation of all audio, lighting, video broadcast and media production equipment throughout the building
- Support values of the organization through a focus on Competency, Character, Chemistry and Culture
- Perform other related duties as assigned by the Director of Worship Arts

Required Skills/Abilities:

- Proficient with sound equipment and lighting systems utilized in a worship setting
- Strong communication skills and an ability to collaborate with others on a team

Qualifications:

- 1-2 years experience in a similar position desired (church setting also a plus)

I have reviewed this job description and understand the qualifications, duties, responsibilities and skills required for the position.

Employee Signature

Date

Direct Report Signature

Date