

Leesburg United Methodist Church - Audio-Visual Technician and Coordinator

Report to: Pastor as supervisor

Meet with: Media Team Lead; Dir. of Contemporary Music; Dir. of Traditional Music

Coordinates with: Media Team, Worship Team, Music Staff

Hours: Approx. 20/week (as follows)

Sunday morning = 3 hours

Band rehearsal = 2 hours

Meetings (averaged weekly) = 2-3 hours

Remaining time spent on other tasks listed below

Responsibilities: (including but not limited to):

- Develop and maintain a manual of standard operation procedures for A/V equipment
- Recruit, train, and coordinate A/V volunteers
- Manage maintenance, upgrade and replace A/V equipment and software as needed.
- Evaluate methods, procedures, software use, etc. and improve/upgrade as needed.
- Work with Staff and Leadership Teams in the ongoing development of online ministry including assisting with live streamed or recorded online content.
- Attend Sunday mornings during rehearsal and services to oversee A/V
- Ensure that adequately trained volunteers are available and scheduled to run Sound, Video, and Live Stream at each worship service.
- If volunteers are unavailable, fill needed role(s) to ensure best presentation possible.
- Record, process, and post Sermon podcast
- Attend Band & other rehearsals mid-week to run and set the Sound Board
- Run Sound, Video, and/or Live Stream, or coordinate trained volunteers, for special services and events, such as Christmas Eve, funerals, weddings, etc.
- Create all slides in presentation software for visual presentations each Sunday
- Ensure worship is live streamed to website and other approved platforms
- Create needed presentation elements for the Live Stream
- Assist in production of any recorded elements
- Make worship services available on website for viewing after broadcast
- Attend monthly Worship Team Meeting
- Attend Church Leadership Team meeting as needed
- Attend weekly Staff meeting as needed
- Support the Media Team on A/V in areas of the church other than the Sanctuary.
- Coordinate/communicate with Media Team on management of A/V equipment, software, budget needs, etc.

Qualifications:

- Expertise in the areas of live stream video production
- Experience with church video presentation software and presentation design
- Experience with sound board operation
- Leadership/administration abilities needed to coordinate a team, communicate effectively, organize.