



Joy Lutheran Church

Growing in God's Love

Joy Lutheran Church Job Description

Job Title: A/V Coordinator

Reports To: Senior Pastor

FLSA: Part Time Non-Exempt Hourly

Approved by Council:

Summary: This position oversees the sound, audio and video equipment and usage at Joy Lutheran Church as well as ensuring all services and events are properly staffed and run smoothly.

Duties and Responsibilities include the following:

1. Preview slide decks and ensure seamless presentations prior to weekend services.
2. Provide A/V personnel for Saturday evening services, 7am-12n Sundays, Praise Band rehearsals (11:45-1:30 Sundays) and special events (e.g. weddings, baptisms, funerals) either in person or through volunteers.
3. Demonstrate proficiency in A/V equipment including sound boards, video projection, live streaming, and audio/video recording.
4. Set up and test all A/V equipment prior to events/services including microphones, sound checks, projection equipment, and recording equipment.
5. Record, edit and distribute video recordings to families who use the sanctuary for milestone events (e.g. baptisms, weddings, funerals).
6. Ensure transmission of live streaming of Sunday worship and any other special services, as requested.
7. Troubleshoot minor A/V equipment issues. Coordinate outside services or technical support as needed for larger issues.
8. Ensure sufficient on hand quantities of A/V consumable items like batteries.
9. Recruit, train, and oversee volunteers and intern(s) in using all A/V equipment.
10. Schedule volunteers and intern(s) to cover all services/events.

Core Competencies

A/V proficiency. Ability to use and troubleshoot all types of A/V equipment included, but not limited to, wired and wireless microphones, video recording, video projection, sound boards, and live streaming.

Mentoring/training volunteers and intern(s). Ensure adequate training and oversight of A/V volunteers and interns to maintain a high standard of A/V quality throughout JLC's events and worship services.

Scheduling. Coordinate across volunteers and intern(s) to ensure adequate A/V staffing at all JLC events and worship services.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills: To perform this job successfully, an individual should have basic computer proficiency.

Language Ability: Ability to read and interpret documents such as safety rules and procedure manuals. Ability to develop routine reports and correspondence. Ability to speak effectively before groups such as the congregation, ministry committees, and Council.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions. Ability to deal with problems and conflicts.

Education/Experience:

- Member in good standing of a Lutheran congregation preferred
- Positive Christian role model required
- Technical proficiency in A/V equipment and systems

Knowledge, Skills, and Other Abilities:

- Strong planning, organizing, and communication skills
- Attention to detail
- Ability to be flexible and adaptive to change
- Team player that demonstrates enthusiasm and commitment to Joy's mission and vision
- Ability to work well with a variety of personalities

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Acceptance Statement for the Audio Visual (AV) Coordinator Job Description:

I have read and understand and accept the job description including the qualifications and the requirements of the described position. If I am chosen for this position, I certify that I can and will perform the duties and all responsibilities required for this position.

I understand that Colorado is an at-will state which means that I may resign at any time and may be discharged at any time with or without cause.

Printed Name: _____ Date: _____

Signature: _____