



Main Street United Methodist Church
202 North Main Street
Suffolk, VA 23434
757-539-8751

Audio Visual Technician
Job Description – August 2024

JOB SUMMARY: The Audio Visual Technician will support the mission of Main Street United Methodist Church by overseeing and coordinating all aspects of the Audio Visual Media Ministry. The Technician's goal is to ensure that services and events across all facilities and ministries are able to utilize technology efficiently, effectively, and strategically in order to enhance the experience of those attending. This position is a part time (PT-12) position. It is expected that the employee will work between 10-12 hours per week.

RESPONSIBILITIES:

1. Provide technical support for worship services and events by:

- Maintaining a reliable system that supports all worship services and events and which includes, but is not limited to, audio and/or video recording, live stream production, use of ProPresenter, PowerPoint and Media Shout software.
- Providing audio and video support for rehearsals, worship services, and special events.
- Ensuring the proper formatting of slide shows for Worship services i.e.: spacing and number of words per slide that results in a finished product free of common errors, such as, grammatical, typographical, and omissions.
- Initiating successful communication with the Pastor, Director of Music & Worship, other ministry leaders, and event coordinators in order to help facilitate a/v needs.
- Conferring with Worship Leader, Music Director, and Pastor to establish cues and directions.
- Developing and creating the layout of media slides for the announcements screens.
- Have knowledge of and adherence to all Copyright guidelines and licensing regulations.

2. Recruit, train, schedule, and lead a/v volunteers.

3. Update and maintain production technologies that approach industry standards by:

- Ensuring that technologies are in working order.
- Advising on future purchases.
- Overseeing any technical installation.
- Keeping reliable records for purchases and licensing.

4. Produce in-house video by:

- Overseeing video production for worship services, including: capturing, live streaming, editing, and uploading to the website.
- Creating a system to receive a manageable number of requests from ministries for video production.
- Carrying projects from inception to final product.

5. Create and expand the use of media and technology within all areas of Main Street UMC by:

- Working with all groups, such as Sunday school classes, age level groups, Bible studies, and committees to determine how technology can be effectively used.
- Livestreaming all worship services and special events as required by the pastor.
- Providing *Ready to Use* equipment and assistance for any required meetings or events needing media.

6. Performing other duties as assigned by Pastor or Staff Parish Relations Committee.

QUALIFICATIONS:

The successful candidate must:

- Be supportive of the ministry of Main Street United Methodist Church.
- Have knowledge of audio visual systems and digital consoles.
- Understand media in the context of worship services.
- Adapt to new technology quickly and thoroughly.
- Collaborate well in a team environment.
- Exhibit organizational skills and attention to detail.
- Incorporate time management skills.
- Utilize problem-solving techniques to resolve issues.