

**Job Title:** Campus Audio, Video, & Lighting Technician (AVL Technician)

**Reports to:** Campus Pastor // Works alongside Campus Worship Director/Leader

**Position Status:** Full-Time Exempt

**Salary:** Commensurate with experience; comprehensive benefits package offered

### **Job Summary**

The Campus AVL Technician will oversee, support, and facilitate the technical aspects of in-person and virtual worship services, ensuring that services, events, projects, and volunteers are able to utilize technology efficiently, effectively, and strategically for the worship of the Lord.

### **Qualifications**

This role is suitable for both male and female applicants who feel led to apply and have the skills and experience desired for this position. In order to be considered for this role, the applicant must:

- Be a person of high character.
- Hold a Bachelor's degree in sound engineering or a similar field or commensurate professional experience is required
- Have previous experience working as an AV technician
- Have a minimum of one year of church leadership experience (3+ years preferred)
- Have strong leadership, organizational, and communication/teaching skills
- Be passionate, caring, and approachable and possess a heart for church ministry
- Be evangelistic in ministry approach

### **Skills**

To ensure success as a Campus AVL technician, you should have advanced knowledge of audio and video equipment, experience with lighting and filming techniques, and excellent troubleshooting skills. Ultimately, a top-notch AVL technician should be able to create superb audio and visual effects to enhance any live experience. Specific skills should include:

- An understanding of signal flow, manipulation, and cable construction of analog and digital audio, digital video, DMX, Ethernet, and IP signals.
- Skills needed for audio mixing for in person congregational and broadcast worship
- Ability to build and operate ProPresenter for all Sunday and event elements
- Creativity to design and operate stage lighting
- Ability to set up, compose, expose, and focus video cameras
- Ability to design and operate automation systems for the ease of volunteers and other staff
- The ability to manage Resi streams for both encode and playback
- Knowledge of safe rigging practices
- Proficiency with AV diagramming software (Visio, CAD, Diagrams.net, etc)
- Strong computer skills; proficiency with Google Email, Drive, Sheets, and Docs
- Ability to troubleshoot effectively and with minimal stress
- Ability to humbly serve, lead, collaborate, and defer to others when appropriate, regardless of title or position

**Responsibilities**

Administer the audio/visual needs of Mercy Church, including:

- Production and streaming of weekly sermon capture
- Maintenance of lighting, audio, and projection systems
  - a. Altering venue arrangements according to layout diagrams.
  - b. Laying electrical and sound cables.
  - c. Setting up and installing microphones, lights, video monitors, projectors, speakers, and video cameras.
- Facilitating or coordinating audio/visual needs for weekend services and additional events as needed
  - a. Meeting with the staff member serving as event coordinator to discuss audio, lighting, and video requirements.
- Maintain all A/V equipment and make recommendations and arrangements for repairs or improvements with church leaders within budget allowances.
  - a. Conducting regular sound, visual, and performance quality checks on AV equipment and making repairs as needed
  - b. Troubleshooting equipment and ensuring events run smoothly.
  - c. Inspecting mountings and electrical equipment to ensure they conform to health and safety regulations.
- Significantly aid in the design, build, and install of complete AVL systems

In partnership with the Campus Team, oversee, shepherd, and grow AV Team, Volunteers, and Contractors

- Assist Campus Team with development specific to the technical training of AVL volunteers
- Supply timely and effective communication, planning, and feedback to supervisors, AVL volunteers, and contractors
- Lead self and others in growing shepherding and leadership skills

*\*Miscellaneous Responsibilities* – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned and/or changed without advanced notice.

**Conditions of Employment**

*\*Performance Evaluation* – It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members
2. Fully participates in the life of the church as an active covenant member
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church
4. Submits to and supports the leadership of the church elders
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church.

**General Expectations**

1. Report to the office during Office Hours (see below). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.

**Job Requirements**

**Physical Requirements**

1. Ability to frequently stand, sit, and/or walk
2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to routinely lift 10+ lbs // ability to occasionally lift 50+ lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer in order to complete necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

**Work Environment**

1. May occasionally work in temperatures above 95 degrees and below 32 degrees
2. May occasionally walk on slippery, wet, or uneven surfaces
3. Noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

**Office Hours and Work Schedule**

1. **Office Hours:** Monday through Thursday 8:30a-5:00p. Sunday service hours are 7:00a-1:30p // full schedule TBD
  - a. Mandatory meeting day on Wednesdays
  - b. Some work from home/flexible location work is permitted
2. **Additional Hours:** The AVL Technician will be expected to be at key events/meetings outside of the above office hours. Please see your supervisor for details.
3. **Overtime and extra work days:** Some overtime will be required. Please consult the Mercy Staff Handbook for Overtime Policy
4. **Holidays:** All staff-wide Holidays are outlined in the Mercy Staff Handbook
5. **Time Off:** Please consult Mercy Staff Handbook for time off policy