

# Grace Point

**Job Title:** AV Coordinator

**Incumbent:** None

**Job Analysis:** SMW

**Position Reports to:** Director of Missions & Communication

**Employment Type:** Part-Time (8-10 hours weekly); exempt from overtime

**Approvals:** \_\_\_\_\_ (AV Coordinator)

\_\_\_\_\_ (Director of Missions & Communication)

\_\_\_\_\_ (Senior Pastor)

## Overall Purpose of this Position

To provide leadership in facilitating Grace Point's worship services and special events via (1) the use of audio, lighting and video equipment and (2) the volunteers who operate the equipment.

## Scope of Position

Responsible for the oversight of all audio/visual equipment and volunteers

## Specific Job Responsibilities

### Worship Services & Special Events

1. Work alongside the worship leader(s) and pastors to accommodate audio/visual needs for all worship services and church-sponsored events at Grace Point.
2. Be responsible for preparing videos and/or slides for all worship services and church-sponsored events.
3. Design appropriate lighting and maintain theatrical lighting system for all worship services and special events, as needed.
4. Prepare and maintain all audio/visual systems for worship services, special events and appropriate rehearsals.

### Volunteer Training and Development

1. Recruit and train volunteers within the church to operate A/V equipment for worship services, special events and appropriate rehearsals.
2. Maintain a volunteer schedule for all worship services and events requiring A/V coverage.
3. Develop and implement an appropriate plan for volunteer training and skill development.

### Technical Equipment & General Technology

1. Evaluate, maintain, and update all A/V systems and equipment throughout the church.
2. Provide recommendations for equipment purchases and annual budget planning processes.
3. Assist with other technology projects and initiatives as needed.

### **Qualifications**

The position requires a minimum of three-to-five years of solid experience as an audio technician; either in studio recording or live sound environments. Extensive knowledge of sound reinforcement, video systems, theatrical lighting systems, and systems integration is essential. Experience in video and audio editing and post-production is desired, but not necessary.

Qualifications include good oral and written communication and strong troubleshooting skills for a fast-paced, multitasking, church environment. Applicant must express Christian belief and profess to be a follower of Jesus Christ. A commitment to discipleship in the applicant's life is essential. It's assumed that applicants will make Grace Point his/her "home church."