



Williamsburg Presbyterian Church

Position Description

Audio Visual Systems Technician

Williamsburg Presbyterian Church seeks a part-time professional to support the sound system, live streaming and live broadcast of its Sunday morning services. This position will begin with an average of up to 10 hours per week, focusing on the Sunday services from 8:30am-12:30pm. Beyond that, volunteers will be recruited to cover the taping of memorial services and other special services as needed.

Duties and Responsibilities:

1. Operate the A/V system in support of Sunday worship, including sanctuary sound system and lighting operations, internet streaming, and radio broadcast. Also record services and provide copies in various media forms as required.
2. Maintain a record of streaming data.
3. Using available system configurations, produce high quality visual and aural programming.
4. Operate the A/V system for special events, including memorial services, special worship services, and any others requested by staff. If hours are not available volunteers should be used or this service cannot be provided.
5. Ensure that all A/V equipment is fully operational at all times. Promptly address technical issues including bringing in outside assistance when required. Coordinate with the DAM for any contracting services that may be required.
6. Coordinate with the Lay A/V Advisor (Barry Brown) to learn the history, technical details, and production techniques of the WPC A/V system.
7. Responsibilities include training of, communicating with, and scheduling A/V production volunteers, especially at the 9:30 services. This keeps volunteers engaged and trained in case of emergencies or when the A/V Technician is not present.
8. Ensure that system procedures are kept up to date.
9. Maintain the general cleanliness and condition of the audio booth.

Qualifications:

Technical Skills and Knowledge

1. Knowledge of A/V production equipment and operation including audio mixer, Mac and Windows computers and their software, HD-PTZ camera with various interfaces, and digital distribution.
2. Familiarity with Digital Processing Systems used for controlling sanctuary point source and distributing loudspeaker systems.
3. Knowledgeable about setting proper audio and video levels for recording and streaming.

To Apply:

Submit resume and cover letter to Lynne Bundick, Director of Administration, at the address below or by email to lbundick@mywpc.org.