



POSITION: A/V Tech Coordinator
STATUS & FLSA: Part Time, Hourly
REPORTS TO: Chief of Staff

POSITION PURPOSE:

The A/V Tech Coordinator will combine leadership and technical skill to ensure that ministry initiatives across South Park Church utilize technology efficiently, effectively and strategically.

ESSENTIAL FUNCTIONS:

Under the supervision of the Chief of Staff, the A/V Tech Coordinator is broadly responsible for*:

- Vision casting, implementation, and facilitation of audio/visual resources including maintaining and upgrading equipment
- Recruiting, training, scheduling and developing a volunteer tech team
- Overseeing the production and distribution of sound and video recordings of services and ministries (in-house and online)
- Maintain the audio and visual systems around the church in working order including but not limited to problem-solving, repairing, and/or replacing
- Changing or adding systems or elements to adapt to changing technology or changing operational needs
- Partner with staff and key volunteers to encourage the efficient, effective and strategic use of technology.
- Assist with tech needs of other ministry programs on Sunday and during the week as needed

HIRING REQUIREMENTS:

- A growing relationship with Jesus Christ as Savior and Lord
- A saving knowledge of Jesus as Lord and Savior, and agreement with South Park Church's Statement of Faith.
- A dedication to serve others and commitment to work both alone and as part of a team
- The ability to organize self and others, time management/prioritization/delegation, problem solving, and the ability to effectively communicate and listen.
- Growing knowledge of the technology, volunteer development/recruitment, and issues affecting the production aspects of Worship Services.
- Flexibility in hours - hours may change from week to week and at times, needs of ministry members, therefore flexibility would be important.
- High level of skill set to use media equipment and computer software, including Google Suite, Apple based applications, ProPresenter, Yamaha Mixing Desks - QL and TF series Dante Protocol familiarity - Single room networks, routing, and troubleshooting audio pathways, Blackmagic Design or similar cameras and switchers; multi-cam set up- basic "Tv studio" knowledge, lighting, shot angle, communication.
- Experience mixing musicians in a live environment (EQing, monitor mixes, troubleshooting, setting up week-to-week changes in the band), and coordinating with presenters (slides, videos, mics)

*The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Audio Visual Tech Coordinator
Job Description 9/2022

