



## **Job Title: Audio/Video/Lighting Tech Coordinator**

**Date:** 9/8/23

**Reports to:** Worship Media Director

### **Position Description:**

The AVL Technical Coordinator is a part-time, 20-24 hours/week position, with flexibility to work in-house as well as at home. This person is responsible for overseeing in-house and live streaming production of and during weekly and special church services and events; and will support technical needs for church ministry needs. Work schedule is flexible, except for rehearsals and Sunday mornings, and staff and worship meetings, understanding unforeseen circumstances. This person also provides assistance and back-up to the duties of the Worship Media Director.

### **Core Competencies**

- Practical familiarity with professional level AVL equipment (e.g, Yamaha digital mixing boards, iMac computer, light board, camera/projection systems).
- Able to address technical challenges, troubleshoot and make adjustments in real time.
- Demonstrates strong technical/functional proficiencies and knowledge of staging, basic equipment, music, programming and operations.
- A competent technical team leader supporting, encouraging and motivating creativity in others.
- Assists with recruiting and developing capable volunteers in audio, video and lighting operations.
- Communicates well verbally and in writing. Effectively conveys and shares information and ideas. Listens carefully and understands relevant information.
- Organizes time and tasks. Attends to detail, and manages projects to meet deadlines.
- Targets and achieves results, overcomes obstacles, accepts responsibility, establishes standards and priorities; self-motivated, proactive, delegates appropriately.
- Website management experience is desirable.

## Primary Duties & Accountability:

- Reports to Worship-Media Director (WMD).
- Work with the WMD to coordinate & tend to the growing tech needs of Mariner's ministries.
- Assisting WMD with preparatory work for the weekly worship services and special events, includes but not limited to AVL operator scripts and checklists; lighting, audio, platform design and staging as needed; compressing, transferring, uploading files.
- Oversees the 'delivery' of worship production in the moment, ensuring each area of tech (lighting, audio, computer, camera) and their operators are on point as the service flows.
- Post-production needs: mixing/remixing, editing, creating requested recordings/DVDs, audio need
  
- Move from basic to proficient in operating ALL pieces of equipment
  
- Recruit and train volunteers to operate professional-level audio, video & lighting boards and equipment.
  
- Assist WMD with research of additional equipment for budgeting purposes
- Assist WMD with coordinating training & equipment needs with MSA, other providers/vendors
- Assist WMD with procedures
- Assist/Cross Train with Visual Tech Coordinator (computer ops/visuals, ministry videos)
- Streamline/keep supplies and equipment organized, inventoried
- Attend Staff Meetings or meet with WMD if unable.
  
- Attend worship planning meetings.