

Audio/Visual Production Manager Position Description

Prince of Peace Lutheran Church

2561 Victoria Street North, Roseville, MN 55113

Last updated: July 20, 2021

Position Title: Audio/Visual Production Manager

Direct Supervisor: Worship Coordinator

General Supervisor: Lead Pastor and Church Personnel Committee

Dates of Employment: Position available immediately

Compensation: The position will be paid hourly, with the number of hours varying depending on if there are additional events held during a particular pay period. A typical week will be 5-10 hours. Hours during the summer may change significantly and will be coordinated with the Worship Coordinator. Depending on skills and experience, the wage range is \$18-22/hour.

Position Purpose: To oversee and maintain the audio-visual resources of the church and presentation of worship and other events via live-streaming and recorded content. The Audio/Visual Production Manager will be the expert in setup, operation, and maintenance of the Church's audio-visual equipment. They will recruit and train volunteers to operate the equipment during weekly worship and special events. They will also be a regular participant in operating the equipment during live events.

Responsibilities:

1. Provide leadership and function as the primary staff person responsible for the audio-visual presentation of church events. Events generally involve two services each Sunday morning, additional services seasonally, occasional evening rehearsals of music groups as well as regular and special meetings on the congregation.
2. Oversee the recruitment, training, and coordination of volunteers to operate equipment during live church events.
3. Be in contact with church staff and provide a timely and accurate schedule of coverage for events requiring A/V support.
4. Work with pastors and volunteers on worship planning.
5. Be creative in working with the pastors to translate the worship experience to the video medium.
6. Attend worship planning and/or staff meetings as schedule allows.

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Knowledge, Skills and Abilities:

- Experience with audio mixing and/or video switching equipment
- Experience mixing audio and/or directing video for a live production
- Experience with vMix, Digital Audio Boards (particularly Presonus) a plus
- Demonstrated competence in the use of computers, MS office suite and other relevant software.
- Ability to develop trusting relationship with pastors, staff, congregation members and members of our visiting public.
- An outgoing personality and desire for a collegial and collaborative work environment.
- Strong verbal, oral, written, and interpersonal communications ability;
- Ability to leverage technology towards continual improvement of the A/V environment of the church;
- Competence in use of Microsoft Office or Google suite of products such as Outlook or Gmail, Word or Google Docs, Excel or Google Sheets, and PowerPoint;
- Tactful and courteous in dealing with others;
- Ability to manage the position's workload;
- Experience with Live Streaming via YouTube and Facebook a plus

Work Expectations

The position of Audio/Visual Production Manager will be expected to be present and available Sunday mornings and for other events, rehearsals, and meetings with some preparation time before each session and other times as scheduled.

We expect our Audio/Visual Production Manager (like all other leaders in the church) is required to complete and have on record a Volunteer Informed Consent Form, Bureau of Criminal Apprehension Form, and Drivers Qualification Form and have completed the Safeguarding God's Children Training. Staff member...

- Is ultimately responsible for the youth and their welfare.
- Pitches in and works alongside the volunteers on tasks of the project at hand.
- Is not a flawless human being and is not expected to have all the answers. He or she will model listening with respect to other's opinions, beliefs, or thoughts.
- Demonstrates good judgment in decision making, is trustworthy and responsible both in leadership roles as well as in everyday life.