



PRINCE
of **PEACE**
Lutheran Church

Audio/Visual Production Manager

Position Summary:

Oversees and maintains 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 chief recruiter, trainer and scheduler of volunteers and will have a working knowledge of the Church's audio-visual equipment. They will also be a regular rotation in operating, especially the video board during live events. This position is supervised by the Worship Coordinator and responsible to the Lead Pastor and Personnel Committee.

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 \$25-30/hour.

Responsibilities:

1. Provide leadership and function as the staff person 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 semi-annual 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. Attend worship planning meetings as schedule allows.

Required Knowledge, Skills and Abilities:

- Experience with audio mixing and/or video switching equipment.
- Experience mixing audio and/or directing video for a live production.
- 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.
- Contributes to a collegial and collaborative work environment.
- Strong verbal, oral, written, and interpersonal communications ability.
- 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 PPT.
- Tactful and courteous in dealing with others.
- Ability to manage the position's workload.

Appreciated Knowledge, Skills and Abilities:

- Experience with vMix, Digital Audio Boards (particularly Presonus) a plus.
- Ability to leverage technology towards continual improvement of the A/V environment of the church.
- Experience with Live Streaming via YouTube and Facebook.

Work Expectations:

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

Prince of Peace staff are required, at church expense, 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.