

Coordinator of Audio/Video Technology

Job Summary:

The calling of the Coordinator of A/V Technology at St. John's is to manage, troubleshoot, and enhance the audio and visual ministry of St. John's Lutheran Church as we seek to be Grounded in Christ, Growing in Faith, and Branching Out to Others.

The Coordinator is responsible for all of the audio/visual technology needs of the church including worship services (livestream and in-person), funerals, bible studies, special events, and scheduled internal meetings. The person in this position is expected to work closely with and assist the Worship Team Director in producing a quality consistent audio-visual experience for those worshipping with us.

Accountable to the Lead Pastor and the Board of Lay Ministry.

Qualifications/Qualities:

1. Has a strong desire to serve the Lord by managing the audio & visual needs of worship services and other various ministries at St. John's.
2. Technically competent to use and troubleshoot our mixing board, sound system, Mac computer system, all live stream components, and ProPresenter program. Handles equipment challenges and changes in a timely and professional manner.
3. Able to effectively work well with others and maintain positive relationships through effective communications.
4. Able to manage a team of A/V volunteers.
5. Understands the concept of a budget and can work within its guidelines.

Primary Duties and Responsibilities:

1. Program ProPresenter for 8:30am and 11:00am worship services.
2. Recruit, train, manage, and maintain a team of capable audio/visual volunteers including the areas of live stream, screen show, and sound board. All done with the goal of providing a quality uniform worship experience that is consistent week to week.
3. Assist in the managing of vendors related to A/V needs of the church.
4. Maintain and update A/V equipment working within the guidelines of the church to purchase needed items.
5. Manage and oversee audio and visual needs of the congregation.
6. Assist with Worship Team rehearsals.
7. Ensure a well-executed event through accurate and timely setup, operation, and breakdown of basic A/V equipment.

Additionally:

Actively participate in the Annual Encouragement/Evaluation process with the Lead Pastor and a representative of Lay Ministry.

Compensation:

1. This is a part-time position expecting a minimum of 10 hours per week.
2. This is a salaried position. Pay would be \$8000 per year, paid bi-monthly at \$333.33 per pay period.