

Job Description

Title: Audio Video Technician

Reports To: Operations Director CA

FLSA Status: Non-Exempt

Prepared By: Torin Browning

Hours per week: 29 hours or less

Ministry: Creative Arts

Classification Grade: T-3

Approved By: Human Resources

Approved Date: 08/24/2020

Essential Organizational Core Values

- **As an Individual Leader:** The **Audio Video Technician** is responsible for taking the leadership of all ministry functions they oversee. Live out RLM's Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out RLM's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- **As a Team Member on the Post Falls Campus Team and RLM Staff Team:** The **Audio Video Technician** has a responsibility to collaborate as a team member on their immediate team as well as the RLM Staff Team as a whole to accomplish church wide objectives and goals as well as **Post Falls Campus** team objectives as well as goals for their immediate team. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

As an Audio Video Technician, this individual will provide Audio and Video Leadership and Support for the Real Life Ministries Post Falls Campus. This will be predominately done through Developing, Leading and Training a team of volunteers through various ministries. The primary function of this position is to Oversee, Train, and Provide Trouble-Shooting and Technical help to facilitate the success of Ministry Events that occur during the evening and occasional Weekend Events.

1. Primary Responsibilities (80%)

- Oversee, Train Volunteers and assist in the Implementation of the Audio and Video Production of Evening hour Ministerial Events including, but not limited to: High School & Jr. High Youth Groups, Celebrate Recovery and Men's & Women's events).
- Demonstrates the gift of leadership with a proven ability to recruit, develop, and lead an audio and video volunteer team. Heavy emphasis will be placed on training and development of AV Volunteers with the help and coordination of the congruent ministries. This position will also help in the various annual youth camps as being the primary AV Technician.
- Provides quality Audio Video Production. Actively Monitors & Oversees the Volunteer Teams to achieve a quality audio and video experience.

- Weekly preparation of setup and teardown of Audio/Video/Lighting/Staging Equipment as prescribed by the Operations Director.
- Proactive coordination and support with the Post Falls Campus Leadership on Planning Center Run sheet, speaking slides/videos and event flow.
- Real time monitoring of Audio and Video quality, while providing efficient and effective troubleshooting and problem solving skill as technical problems arise.
- Keeps up-to-date with Technology trends and leads out the trends alongside the vision and mission of Real Life Ministries.
- Ensures Audio/Video Production Equipment is maintained, updated and operational.
- Play a part in All Staff events as directed by the Operations Director.

2. Team Function (10 %)

- Work alongside the RLM Staff to give and receive direction and lead projects to completion. Predominantly working alongside the Audio Engineer Lead and Technical Production Lead.
- Participate weekly in Team Meetings and contribute to the team environment
- Help the team in planning and carrying out our vision and mission as a church with your specific areas of responsibility.
- Be coachable and open to growth from the Post Falls Campus and Worship Arts Team in living out the 7 Essentials.

3. Real Life Staff Relations (5%)

- Play a part in All Staff events as directed by the Post Falls Campus Leadership.
- Provides Technical Production Consultation to ministries at Real Life Ministries.
- Provides technical training to staff personnel and to ministry volunteers for campus wide ministry support.

4. Miscellaneous (5 %)

- Work with Congregation in a way that glorifies God
 - In Events & Services – oversee volunteer participation (friendliness, recruiting, attendance)
 - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability)
- Represents Christ and the Church in the community in a Godly way
- Values and abide to the expectations of being a member of the church found in our 101, 201, and 301 class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Align, DiscipleShift, Teaching in Membership Classes, etc.)

Qualifications, Required Skills and Competencies:

- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that “apart from Christ we can do nothing.” – Abiding in Christ.
- A shepherd’s temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at RLM, must understand group dynamics and ensure effective consensus building and decision-making.

- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.
- **(2) Years of Audio/Video School and/or equivalent experience in the Audio Video World**, including Live Video & Audio Production knowing the surrounding equipment involved, pertaining to Room Processing and various processing plugins. Able to quickly hear & analyze the equalization and problematic frequencies of single source inputs and global house mixing, providing a full and lively mix within an 89 – 96 dB range. Able to provide Live Video Processing using IMAG.
- **Able to Trouble Shoot & Repair** light electrical connections and equipment; (XLR cables; Instrument cables, SDI cables, CAT 5 and above, and various other cables and equipment); Soldering Skills needed or must have aptitude to be trained.
- **Knowledgeable and Efficient** with current Audio desk's, Video Switcher's and Interfaces; Able to quickly learn and navigate Audio and Video Programming and Room Processing Equipment along with effects processing plugins.
- **Able to be trained and learn Audio Video support** Equipment and basic programming.
- **Confident and Proficient** with Recording Software or can be trained; (ie: Logic Pro, Video editing & recording software)
- **Proficient with Macintosh and PC Computers** along with Current Software Programs; (Word, Excell, Publisher, Adobe.... Ect.)

Physical Abilities required

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision. Must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds.

Disclaimer(s)

- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature _____

Date _____