

Audio/Visual Coordinator Job Description

Shepherd of the Hills Lutheran Church
16150 E. El Lago Blvd, Fountain Hills, AZ 85268
480-837-9532 / office@sothaz.com

Overall purpose of position: This contract position will be the point person for all worship technology (sound, video, recording, streaming, projection, etc.) providing the best possible experience for all in-person and remote services.

Primary Responsibilities:

- Serve as primary sound technician for worship services and special events including funerals, weddings & concerts
- Understand all technical worship systems in their entirety: camera, video, streaming, projection, slide, and sound board systems and their interconnectivity
- Troubleshoot real-time and ongoing system issues
- Serve as a training resource for staff and volunteers who work with the worship technology systems
- Create reference documentation and training materials as needed for staff and volunteers
- Maintain technical systems to align with industry standard practices:
 - Configure, reroute, and program sound board for efficiency and ease of use
 - Configure and reroute soundboard inputs as needed
 - Eliminate potential for sound feedback
 - Update firmware
 - Assess needs and make recommendations for additional or upgraded audio, visual and technical equipment
 - Continually seek to improve technology systems

Other duties:

- Identify and complete projects to improve the experience for all worship services
- Setup systems and eliminate obstacles affecting worship: music ensembles, speakers, Pastor, Music Minister, etc.
- Improve workflow of technical processes
- Organize, order and maintain audio and video hardware and supplies

Position expectations:

- On-site for an average of 8-15 hours per week
- Review and evaluate weekly stream file
- Be available for additional hours and projects as needed
- Respond to staff and volunteer questions and concerns in a timely manner when not on site
- Works with and understands ProPresenter, Facebook linking with SOTH Website streaming, microphones, camera and video recording, sound board
- Self-motivated, attention to detail, articulate
- Works well with others

Education and Experience:

- High school diploma/GED with college or technical school coursework, preferred
- Experience in People Management or Project Management, preferred
- Experience in audio/sound/video technology setup and management
- Interpersonal skills suitable for training and communicating with volunteers

Salary commensurate with experience. This is an hourly contract position reporting to the Shepherd of the Hills Minister of Music.