

Gethsemane Lutheran Church

Audio Visual Technician Job Description

Job Title:AudioVisualTechnician - Status: Part Time, Average 5 hours per week
(2.5 on Sunday mornings)

This position is overseen by Worship Committee

Positions Description: The Audio Visual Technician runs the sanctuary AV system, records and live streams worship Sunday mornings, upload videos to YouTube, runs presentation software, and designs digital graphics/slides as needed. They must work in church Sunday morning during church service and allow 45 minutes prior to service for set-up of AV Tech equipment. They may complete the rest of their hours remotely during the week. The AV Technician must be available to work on Easter and Christmas Eve during worship services.

The AV Technician may request four Sundays off a year. The Audio Visual Technician is responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment as needed. Also, producing the best possible atmosphere for worship through sound reinforcement. This includes but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the worship committee wants to convey, and supporting the audio needs of the people involved with the church service.

The AV Tech subcontractor work is to be completed in the sanctuary during church office hours and on Sundays. AV Tech work is completed in the sanctuary and subcontractor does not require access to the rest of the building to complete their work. Subcontractors of Gethsemane Lutheran Church do not receive a key to the building or a code for the alarm. If work must be completed outside of church office hours, a member of council may meet the AV Tech at a per-determined time outside of church hours.

Pay: \$150 per week

Potential for additional hours and pay for special worship services, memorials, etc.

Responsibilities:

Pre-Service• Set up for musicians and install equipment such as microphones, sound speakers, recording equipment, connecting wires and cables, sound and mixing boards for events and functions

Set up and operate sound equipment.

Create and share links to live streamed services.

Perform proper line check. Perform proper sound check; monitor mixes, and proper volume settings. Monitor sound to ensure quality.

Test and resolve equipment issues. Diagnose and correct media system problems.

Check with worship committee for worship schedule and any schedule changes.

During Service• Responsible for adjusting sound levels during service as needed. Responsible for following pastor and musician's direction during services. Responsible for recording and livestreaming the service by following altar and bulletin cues.

Post Service• Talk with the musicians to find out if issues existed for them during service.

Note any broken/faulty equipment and take it out of service if possible. Clear altar/sanctuary of equipment as needed and re-organize multimedia equipment.

Edit and post videos online –YouTube & church website (as needed or required- Gethsemane has software necessary for this.).

Clean audio and video equipment and store properly as needed or required.

Train volunteers to work the AV system during worship to cover for the AV Technician's days off.

Qualifications and Skills Required: Ability to work in team settings.

Either has experience mixing audio successfully in the live environment or is willing to attend training and work alongside a mentor.

To Apply:

Please call the Gethsemane Lutheran Church office at (503) 256-1835 or email alewis@glcportland.org to request an interview.