

## **Audio Visual Technician**

**Position Title:** Audio Visual Technician

**Description:** On site production of sound, video and live stream during worship service, and creation of edited worship video for social media

**Reports to:** Minister

**Exempt Status:** Contract, Non-Exempt

**Hours:** Average 4 hours per week; Sundays in person 9:30am. to 12:30pm.

**Start Date:**

**Pay:** \$15.00+/-hour depending on experience and skills

**Contact:** Send resume and references to [Info@uuplano.org](mailto:Info@uuplano.org)

The Audio Visual Technician runs the sanctuary AV system, records and live streams worship Sunday mornings, and runs the presentation software. Must work at the church Sunday mornings between 9:30am and 12:30pm. The Audio Visual Technician is also responsible for setting up, operating, testing, and troubleshooting audio and video equipment as needed.

Candidate will be expected to work with existing sound and video systems, troubleshoot issues, and communicate deficiencies in the existing equipment. The candidate must be able to coordinate with volunteers who are responsible for presenting the slideshow during the service.

### **Qualifications and Skills Required:**

- Has experience mixing audio successfully in the live environment.
- Familiarity with live sound reinforcement including speaker placement, microphone placement, equalization, and feedback suppression.
- Usage of wireless microphones, frequency channels and overlaps, knowledge of microphone types, pickup patterns, and placement.
- Will be expected to adjust camera angle and zoom throughout service.
- Working knowledge of live streaming to Zoom, Twitch, and/or YouTube.
- Working knowledge of Google Drive and MS PowerPoint
- Able to work in team settings and take directions.
- Have good communication skills and ability to convey complicated technical issues succinctly.
- Ability to think quickly and react/troubleshoot properly in high stress situations.

Community Unitarian Universalist Church is an equal-opportunity employer committed to inclusivity and diversity. Candidates who are Black, Indigenous, or People of Color encouraged to apply.

## **Job Description and Responsibilities:**

### **Pre-Service**

- Setup equipment such as microphones, sound speakers, projector, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for worship.
- Create and share links to live streamed services.
- Perform proper sound system checks including gain settings, monitor mixes, proper sanctuary volume output, and eq/mixing process.
- Load and test slideshow, including any videos.
- Test, diagnose, and correct system problems that may occur.
- Check with the Minister and the Worship Associate for any special needs for worship that morning.

### **During Service**

- Responsible for adjusting sound levels during service as needed.
- Responsible for following Minister's and Music Director's directions during services.
- Responsible for recording and live streaming the service.
- Responsible for following stage and schedule cues.
- Will need to adjust camera angles throughout service.
- Responsible for providing a distraction-free service as it relates to audio production.
- Determine and execute filming sequences and camera movements.

### **Post-Service**

- Clear stage of equipment as needed and re-organize multimedia equipment.
- Debrief with minister, musician and/or director of music to find out if issues existed for them during worship.
- Note any broken/faulty equipment and take it out of service if possible.
- Upload videos to our Video Editor.

### **As Needed or Required**

- Clean audio and video equipment and store properly.
- Duplicate audio and video data.
- Train volunteers to work the AV system to cover for the AV technician's absence.
- Other duties as assigned.