



Audio/Visual Multimedia Specialist

SUMMARY:

The Audio/Visual Multimedia Specialist position is responsible for providing superior media/audio-visual support during worship services. As the onsite technical professional, the incumbent will be responsible for the effective operation of equipment used to enhance live events such as microphones, video recorders, lighting, sound equipment and graphics. This position is also responsible for participating in tactical and operational planning; budgeting; day-to-day operations; and assisting staff to support and sustain ASBC's business, operational and worship objectives.

The Audio/Visual Multimedia Specialist position reports to the Audio/Visual Multimedia Manager. This position involves being on-call and requires periodic evening, weekend and holiday hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Audio/Visual Multimedia Specialist manages and implements audiovisual systems and operations that directly impact all facets of the church's operation. The Audio/Visual Multimedia Specialist will manage audiovisual equipment as well as have a working knowledge of standard networking methodology to include local- and wide-area data networks, wireless technology, voice networks, Internet services, computer operations, and other information systems.

The Audio/Visual Multimedia Specialist's primary responsibilities include the following:

- Proper operation and maintenance of audio/visual equipment inventory.
- Collaborate with the Ministry Program Manager and Facilities Manager on events scheduling to ensure AV/IT needs are properly accounted for.
- Collaborate with the Communications department to ensure video announcements and other on-screen graphics are properly displayed and edited.
- Manage and coordinate AV support for church events including equipment configuration consultation, planning and execution; sound checks and other related tasks.

- Manage the planning, preparation and execution of church facilities for overflow, worship services, meetings and other events requiring AV and/or IT support.
- Participate in developing and implementing strategic, tactical and operational plans to facilitate and manage the delivery of technical services. Ensure satisfactory AV performance levels.
- Assess capacity needs, and plan and develop procedures to measure the capacity for AV systems and devices relative to current and future activities.
- Ensure A/V services are at consistent levels throughout the organization. Work with vendors to request and schedule upgrades also with technical staff to support the upgrades.

This position may perform all or some of the responsibilities above and other related duties as assigned.

CORE COMPETENCIES REQUIRED:

- Experience with Audio-Video System design and deployment.
- Familiarity with video recording and editing as well as online streaming.
- Familiarity with CD/DVD duplication processes.
- Proficient skill with video editing software such as Adobe Creative Cloud (Premiere Pro, Final-Cut Pro, After Effects, Photoshop, Illustrator, Audition) Animation, motion graphics, sound and video editing capabilities are required.
- Adobe CS Design Suite – InDesign, Photoshop, Illustrator, Dreamweaver are a plus.
- Familiarity with MS Office Suite, Microsoft Teams and Zoom.
- Ability to react quickly to events during live programming.
- Effective interpersonal and communication skills to communicate technical/complex information both verbally and in writing.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Associates Degree in Audio Visual Technology, digital media or a job-related discipline; Bachelor's Degree preferred.
- At least 2 years' experience working in a live audio visual environment
- Other equivalent combination of education and experience will be considered.

APPLICATION PROCESS

Qualified candidates should submit a cover letter, resume, and list of three references using our online application system. Candidates will not move forward without submitting all items, as well as, a portfolio/editing reel.