



JOB TITLE: AV Technical Assistant

Reports To: Audio/Visual Multimedia Manager
Prepared by: Human Resources

FLSA: Non-Exempt
Date: February 2021

SUMMARY:

The AV Technical Assistant is a full-time position, 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; day-to-day operations; and assisting staff to support and sustain ASBC's business, operational and worship objectives.

The AV Technical Assistant 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 AV Technical Assistant manages and implements audiovisual systems and operations that directly impact all facets of the church's operation. The AV Technical Assistant 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 AV Technical Assistant's primary responsibilities include the following:

- Proper operation and maintenance of audio/visual equipment inventory.

- Provide support to the AV team with event scheduling coordination in collaboration with Facilities and Worship Experience and Ministries departments.
- Collaborate with the Communications department to ensure video announcements and other on-screen graphics are properly displayed and edited.
- Coordinate AV support for church events including equipment configuration consultation, planning and execution; sound checks and other related tasks.
- Provide coordination with developing and implementing tactical and operational tasks to facilitate and manage the delivery of technical services. Support satisfactory AV performance levels.
- Provide oversight of the AV department calendar of events and ensure all necessary meetings are scheduled regularly.
- Perform other duties as assigned by the AV Manager.

MINIMUM QUALIFICATIONS:

- 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.
- Ability to react quickly to events during live programming.
- Effective interpersonal and communication skills to communicate technical/complex information both verbally and in writing.
- Experience with MS Office, Microsoft Teams and Zoom.

CORE COMPETENCIES REQUIRED:

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Attention to Detail: Consistently attends to the many small pieces, which must be assembled into an organization as a whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Initiative: Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Communication - the ability to listen to others objectively, paraphrase the content of the message, speak effectively, use various forms of written communication through written reports, etc.

Planning and Organization - the ability to identify alternative courses of action, accommodate multiple demands and requests, prioritize, establish goals and follow through on fulfilling these goals, manage time effectively, and predict future trends and patterns.

Event Planning - the ability to effectively plan programs, understanding what it takes to coordinate a successful event.

Critical Thinking Skills - the ability to identify quickly and accurately the critical issues when making a decision or solving a problem, identify problems and needs, identify information sources appropriate to a problem or need, and formulate questions to clarify a problem.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Bachelor's Degree in Audio/Visual field preferred or equivalent combination of training and experience.
- At least 2 years' experience working in a live audio visual environment.
- Other equivalent combination of education and experience will be considered.