



JOB TITLE: Audio/Visual Multimedia Specialist - Audio

Reports To: Bobby Lacy II, Audio/Visual Media Manager	FLSA: Exempt
Prepared by: Human Resources	Date: May 2021

SUMMARY:

The Audio/Visual Audio Multimedia Specialist - Audio position is responsible for providing superior audio [and occasionally video] support during worship services. As the professional onsite audio technician, the incumbent will be responsible for the effective operation of equipment used to enhance live events such as microphones, sound equipment, editing, etc. 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 - Audio 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 Audio Multimedia Specialist - Audio manages and implements audiovisual systems and operations that directly impact all facets of the church's operation. The Audio/Visual Audio Technical Lead 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, Dante 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 Music and Worship Arts Ministry to ensure that music and other audio recordings are properly recorded/captured 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.
- Ensure that the sanctuary is “audio-ready” for use by any staff or personnel that may have audio needs.
- Setup, maintain, and update equipment, software, and firmware for any present and/or future audio needs throughout the church including the Dante Audio Network, Shure wireless microphones, Shure Wireless Workbench, Digital Audio Workstations, etc.

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 audio and video recording and editing.
- Audinate Dante Certification Level 2 or Higher – Level 3 within 6 months if hired.
- Familiarity with CD/DVD duplication processes.
- Proficient skill with audio editing and capturing software and such as ProTools (Reaper, Logic, UA Control Meter, Focusrite Control, etc.)
- Proficiency with properly mixing audio recording and editing I/O, inserts, and plugins - like multi-band Equalizers (compressors, gates, auxiliary bus sends, etc.)
- Knowledge of how to properly mic instruments and voices for live and/or pre-recorded audio and editing
- 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.

This position will require all of the core competencies above and other related ones as the A/V needs of ASBC change. Please be aware that there may be growth and development required in different core competencies that are not listed above.

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 and/or production 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.