

## POSITION DESCRIPTION

First Presbyterian Church, Fort Collins, CO 80524

**Position Title:** Audio/Video Coordinator

**Supported by:** Senior Pastor, Director of Operations and Center for Stewardship and Resources

### **Summary**

The A/V coordinator will provide audio and video technical support for the ministries of the church. This will include primary support for all worship services unless otherwise arranged, all events hosted in the sanctuary, and when necessary, events in Shepardson Hall. The A/V coordinator will assist or consult on audio and video capabilities for all other church activities as needed.

### **Responsibilities/Functions/Skills of A/V Coordinator**

#### **Sunday Morning Worship Services**

- A/V technical assistance will be available no less than 30 minutes before the first service
- Operating and mixing sound and video for regular worship services
- In advance of the first service, new batteries will be installed for all wireless microphones
- The sound system, including microphones requested by the Director of Music and Arts, will be powered up and tested prior to each service
- Arrangements will be made for web streaming the broadcast of appropriate services to multiple platforms
- Digital recording will also be done during both services
- All wireless and wired microphones will be collected and returned to their storage locations
- Audio and video systems will be properly powered down

#### **Weekly Duties**

- The digital recording of the most recent 9:00 am service will be edited and the sermon uploaded as a podcast
- Video recordings will be combined if necessary so that the on-demand version of the appropriate worship service is available on all the church's streaming platforms as soon as possible
- Any CD or DVD recordings of worship services for clergy or staff will be done weekly
- Provide any necessary A/V support for rehearsals

- Either perform or arrange for any necessary maintenance of video or sound equipment
- Prepare the slides, including music for the next worship services
- Return phone calls and emails in a timely manner

### **Other Regular Duties**

- COVID adjustments to the ways FPC worships and meets have been many and varied. They include streaming adult education classes and memorial services, and the expansion of platforms on which we stream. These extra tasks have been offset by the elimination of A/V support at a second Sunday worship service. Even with these changes we expect both this year and moving forward we will be at an average of 20 hours per week to accomplish the regular duties.
- Meet with Director of Music and Arts or other supervisor to discuss improvements of or enhancements to the A/V functions of FPC
- Attend church staff meetings and when invited, worship planning meetings and Worship, Music and the Arts center meetings
- Regular maintenance of all equipment is done as necessary but is evaluated on a monthly basis
- Lead the creative process and produce videos that are used to communicate about FPC both for in-house and external consumption, including mission partner videos for the monthly “Moment for Mission” in worship
- Identify and implement any training required for the volunteers who participate in FPC’s A/V ministry
- Coordinate the availability and training of the substitutes necessary to back up the A/V operation at FPC

### **Special Events**

- Provide A/V support or confirm other coverage for worship services and music ministry events that may occur at times other than on Sunday and in locations other than the sanctuary
- The A/V Coordinator and the Director of Operations will identify a regular schedule when A/V services will be available and requests for service outside those time frames will be accepted or rejected at the discretion of the Coordinator in consultation with a supervisor
- Coordinate and provide oversight of volunteers and others in set up and tear down of the set for special events
- Honoraria, paid to the A/V Coordinator over and above the weekly payroll will be dispersed by the business office for funerals and weddings

## **Support Provided in Collaboration by Senior Pastor, Director of Music and Arts, Director of Operations and the Center for Stewardship and Resources**

This support includes a positive atmosphere where support personnel are valued as an important part of a vibrant team that is seeking to serve God first and foremost in all we do. We also provide and encourage proper equipment and training for our support personnel so that they are able to improve their ability to perform job tasks. FPC intends to provide appropriate supervision for all employees.

### **Qualifications and Skills**

The successful candidate will be able to organize and prioritize their ministry in order to match the mix of responsibilities. He or she will have outstanding communication skills; written and verbal as well as the technology skills to implement them in electronic formats. Proficiency in Microsoft Office Suite is required as is competency in the software necessary to manage the sound and video production and recording of a live performance.

### **Education and Experience**

The successful candidate will have at least two years of experience in the production and recording of the video and audio feeds of a live performance. It is strongly preferred that this experience is in a church worship setting. It is also preferred that a candidate holds a college degree in a related field. We expect the A/V Coordinator to maintain technical competency and will work with the incumbent to help make that happen.