

## PCPC Job Description

*Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.*

PCPC's Mission Statement

**Job Title:** Audio Visual Specialist (Part-Time Seasonal)    **Department:** Audio Visual  
**Name:** OPEN    **Job Family:** Specialist  
**Date:** November 28, 2023    **Supervisor:** Manager of A/V, Barry Dyer

### Purpose of Role

To serve as “front of house” sound engineer for Sunday mornings services, concerts, and special events.

### Key Job Responsibilities

- Provide well-balanced, natural sounding mixes for preaching, and a variety of acoustic classical instrument ensembles. Instrumentation can include any number of small string, wind, or brass ensembles, up to and including a 40-piece orchestra. This includes a weekly usage of piano, organ, voice, and choir.
- Provide balanced monitor mixes for the choir and musicians.
- Operate and program digital mixing console depending on the need of the service.
- Troubleshoot audio issues that arise during services and concerts as needed.
- Provide excellent customer service for performing artists and pastors while maintaining and communicating church policies, safety guidelines, and processes as published.

### Training, Education, and Experience

Three years of experience operating digital mixing consoles and various AV systems. Experience with Dante networks and Dante certification is preferred, but not required. Must possess an understanding of typical requirements for a hall acoustically designed for live symphonic music. Experience working with an orchestra is a plus. Must be able to work various hours, including occasional holidays, weekends, and evenings. Note that “seasonal” employment means an individual is scheduled as needed and does not work a set weekly schedule year-round.

### Competencies and Skills for Specialist

**Demonstrates Initiative** - Is a self-starter; generates new ideas to improve ministry area(s); anticipates problems and follows through with supporting action without being prompted.

**Judgment & Objectivity** - Able to assess situations accurately and make a confident and knowledgeable decision in the absence of his/her immediate supervisor; able to recognize and forecast challenges and/or problems; has the ability to make decisions on a systematic review of relevant facts and information; elevates concerns or problems to immediate supervisor and/or pastoral leadership when necessary; able to see issues from multiple perspectives and prioritize tasks and/or actions accordingly.

**Management of Resources** - Accurately estimates resources and time required to complete tasks and/or projects; identifies and secures resources needed to complete tasks and initiatives; makes efficient use of resources; able to work effectively and manage resources with limited or partial information; keeps immediate supervisor/pastoral leadership well informed regarding management of resources and/or problems that arise.

**Coordinates Ministry & Project Activities** - Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate. Plans, directs, organizes, and coordinates resources for activities, processes, projects, and/or events for department/ministry area; drives projects to completion.