

Village Seven Presbyterian Church

Job Description

Job Title: Audio Visual Production Director

Purpose: This position is a ministry of service and helps. An individual in this position has direct responsibility for setup and management of the sound system on Sunday mornings. This position has oversight responsibility for the other Sunday morning A/V production systems including sound, lights, cameras and live streaming. This individual will also oversee campus wide A/V systems including those in the Sanctuary (including hearing assist devices) and other spaces, as well as portable or other systems. They will assist in the development of system upgrade plans and the budget to support the work with A/V systems.

Department: Engagement & Communications

Reports To: Outreach and Engagement Director

Pay Type: Salaried

Time Required: 40+ hours per week

Eligible for Overtime: No

If no, state type of exemption: Professional

Supervisory Position: Yes

If yes, check type: Employees # 1+ Contract Wkrs # 2+ Volunteers # 20+

Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

Job Titles Supervised: Sound Technician, Media Specialist, Projection System Specialist

Works closely with: Director of Worship, Communications Department, Tech Team, Administrative Staff, Worship Planning Team, Worship, Music, Production and Arts volunteers.

Minimum Requirements:

Faith

- This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church's vision and mission and agrees with our Statement of Faith. There is no other background that can substitute for this requirement.
- This position requires acceptance of the Village Seven Presbyterian Statement of Faith and Staff Lifestyle Agreement.

Professional experience and qualifications

- Minimum of five (5) years hands-on experience engineering audio, both live and recorded. This is the core competence required for this position.
- Minimum of three (3) years directing or overseeing audio and video elements in a large church setting and at a high level.
- Ability to lead a technical team of staff and volunteers as well as fulfilling necessary technical tasks in the case that sufficient personnel is not available.

- Ability to effectively mic and mix for a wide variety of musical styles and ensembles (praise band, choir, organ, orchestra, folk band, and mixed ensembles) representing Village Seven's vision of incorporating congregants in worship leadership roles.
- Sufficient training and experience to operate, maintain, and troubleshoot a variety of church technology systems including those currently integrated at Village Seven such as live audio, audio editing, live video, video editing, wireless transmitters and receivers, various types of microphones, live streaming, projection system, and lighting.
- Excellent people skills with strong ability to recruit, train, and shepherd staff and volunteers in a joyful and productive environment.
- Ability to function well within a team, coworking and communicating in an uplifting and godly manner.

Duties and Responsibilities:

Worship Services and Rehearsals

- Responsible for overseeing production of live and live-streamed Sunday worship services and special worship services as well as the oversight of all requisite audio, video, lighting, broadcast, and other technical production elements.
- Responsible for a timely and thorough set up of all technical equipment necessary for rehearsals and services.
- Work with the Worship Director and team in a positive, supportive, and flexible manner.
- Supervise the Presentation Specialist in developing the weekly projection deck and help them recruit and schedule volunteers to run the projection deck.

Team Development

- Recruit, train, and supervise the work of a team of volunteer congregants to ensure a quality level of production (audio technicians, lighting technicians, videographers, projection system specialist, video switcher, and stage managers). Responsible for contracting necessary work that cannot be filled by volunteer congregants.
- Work together with the Administrative Assistant for Worship, Music, and Arts to schedule volunteer and staff positions for weekly services, rehearsals, and special events.

Conferences, Concerts, Special Programs and Outside Entity Events

- Responsible for overseeing audio, video, lighting, broadcast, and other technical elements for church conferences, concerts, and other special programs (Christmas Concert, Hymns and Harmonies, Worship Training events, and other Worship, Music and the Arts events).
- Responsible for developing training materials for all AV equipment for outside entity events.

Weddings and Funerals

- Responsible for overseeing audio, video, and technical elements at wedding and funeral services taking place on the Village Seven campus.

A/V Production System Maintenance and Upgrades

- Responsible for maintenance of all church campus audio, video, broadcast, lighting, and other technical production equipment; this includes troubleshooting, repairing, and replacing as necessary. Makes recommendations regarding budgeting for and purchase of new equipment while staying sensitive to the church's technical budget.

- Responsible for the development of usage guidelines and training of volunteers for campus A/V equipment.

Pay and Benefits: The salary rate range for this full-time position (minimum 40 hours per week) is \$55,000 to \$75,000. Benefits include health insurance (employer pays 80% of premiums), TSA match, Vacation time (10 days), Holidays (10 days), and Sick leave (up to 12 days).

Physical, Mental, and Emotional Requirements of this Position Include:

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE	X		
CLIMBING (Stairs/Ladders)			X
DRIVING		X	
CRAWLING OR KNEELING	X		
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE	X		
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	over 20 lbs	10 - 20 lbs	under 10 lbs
REACHING FORWARD	over 20 lbs	10 - 20 lbs	under 10 lbs
PUSHING/PUSHING	over 20 lbs	10 - 20 lbs	under 10 lbs
CARRYING	over 20 lbs	10 - 20 lbs	under 10 lbs
<i>MENTAL DEMANDS</i>			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS		X	
INTERPRETING OR ANALYZING DATA		X	
MAKING QUICK DECISIONS			X

<i>SENSORY CAPABILITIES</i>	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<i>TRAVEL:</i>			
Local		X	
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.			X
<i>OPERATING MACHINERY:</i>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
<i>EMOTIONAL DEMANDS</i>			
CALM IN STRESSFUL SITUATIONS		X	
SUPPORTIVE TO THOSE IN CRISIS		X	
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

Evaluation: This position is evaluated annually by the Outreach and Engagement Director. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation and employment decisions.

Employee's Affirmation:

Employee's Affirmation:

I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____

This document was last reviewed on October 9, 2023.