



POSITION PROFILE: AUDIO/VISUAL COORDINATOR

The Audio/Visual Coordinator is to serve Grace Community Church by managing the audio/visual (A/V) needs of the church. The coordinator is responsible for ensuring that all aspects of these needs are provided for and carried out in keeping with the vision of the church and with excellence. This position will average up to 10 hours a week.

The primary focus of this position is the Sunday morning worship service and rehearsal. This position will run audio or video during the service alongside a team of rotating volunteers, or delegate to trained volunteers that they manage and schedule.

Personal Qualities Needed

- Attitude of service and humility in working with the church staff and volunteers
- Strong work ethic and drive toward excellence
- Understanding of the connection between technical work and ministry

Skills Needed

- Ability to operate the sound board and equipment mix appropriately for the culture and feel of Grace worship services
- Ability to manage and train a team of volunteers
- Advanced knowledge of A/V hardware and software
- Good communication skills
- Detail oriented

Responsibilities

- Run or delegate A/V needs for services and events
- Organize, and train volunteers to run A/V for services and events
- Maintain all A/V systems and equipment throughout the church
- Assist church staff and volunteers in preparing and using A/V equipment for specified events
- Act as a consultant for church leadership on any A/V related purchases, system setups, or installations
- Other duties as assigned