



POSITION PROFILE: AUDIO/VISUAL COORDINATOR

Classification: Administrative Staff; Hourly

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 should average ten (10) hours a week and is paid hourly.

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 equipment and mix appropriately for the culture and feel of Grace's worship services
- Ability to interact well with the worship leader and musicians
- 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.
- Ensure the Worship Hall stage looks as clean and professional as possible for each service, with excess cables, stands, instruments, and equipment removed and needed cables managed well.
- Organize and train volunteers to run A/V for services and events.
- Maintain all A/V systems and equipment in the Worship Hall and Chapel and assist with other A/V gear as needed.
- Advise church staff on needed A/V equipment repairs and purchases.
- Communicate weekly with church staff and volunteers on upcoming services and events.
- Record working hours as directed by supervisor.