**Westminster Presbyterian Church | Olympia, Washington**

**Job Description for Back-Up A/V Technician**

**Purpose:** To operate the sound system, the LCD projector, and live-stream system during Sunday services, special seasonal services, and rehearsals when our regular A/V technician is unavailable. The highest priority is to ensure that the service flows as smoothly as possible.

The video tech collaborates with worship leaders to create a meaningful experience of worship, free from unnecessary distraction, for both on-site and online participants. This ministry support is given through attention to audio support, including the microphones, audio and visual recording and live-streaming, the use of disability inclusive slides and other visual elements during the service. Much of this applies to other programs that occur in the sanctuary as well.

**Accountability:** The Video Technician is accountable to the Pastor as Head of staff. The technician also works with and receives direction from the Director of Music Ministries as needed. The technician is expected to work collaboratively with all other staff of Westminster Presbyterian Church, as well as persons in charge of special events.

**Terms of Employment**: During a week when the back-up video tech is scheduled, hours will vary between three and six, depending on the amount of preparation needed for the service.

Time Requirements

1. The video technician is expected to be present for a minimum of three to four hours each Sunday morning.
2. The video technician is paid on an hourly basis and shall be paid for all hours requested by the church. On a normal Sunday morning, the required time needed for video services is three hours and may vary depending on the needs of the service.

**Desirable qualifications and characteristics:**

1. Familiarity and proficiency operating the computer hardware and software related to video switching and live-streaming of worship services and other activities in the sanctuary.
2. Ability to operate computer software related to live-streaming, including PowerPoint and ProPresenter 7.5.
3. Familiarity and proficiency in use of video cameras such as Panasonic HD-V770.
4. Familiarity and proficiency in the use of microphones and sound systems.
5. Basic understanding of sheet music formatting, including the ability to follow along with praise songs, hymns, and other Chancel Choir music in order to coordinate visual displays of song lyrics for participants in sanctuary.
6. A desire to grow in the role, including but not limited to participation in conferences, courses, and other trainings.
7. Experience with audio systems for music ensembles, to include balancing voices and instruments.
8. General familiarity with elements of Christian worship services.
9. Punctuality and attention to detail.
10. Enjoys working with people. Ability to supervise volunteers.
11. Ability to be responsible and organized to provide coverage for special services, rehearsals, and events as agreed upon with supervisor.
12. It is desirable, but not required, that the technician to have the ability to perform graphic design work, typesetting and use of alpha channels.

**Responsibilities:**

1. Communicates with the Church Administrator on a weekly basis, no later than Thursday, regarding the slides to be displayed during worship.
2. Arrives at church at least 90 minutes prior to each Sunday service to set up and test all equipment.
3. Checks all microphones and batteries before each service or program. Maintains supplies of needed accessories and equipment if immediate replacement is indicated.
4. Prior to worship or any event, checks the technician mail box for any instructions.
5. Allows time for the presiding pastor to review the service and for the Director of Music Ministries to rehearse the slides.
6. Performs sound checks of the Praise Team, Chancel Choir, piano, organ and occasionally bells before the Sunday service or programs.
7. Prior to the worship service or program, sets up slides and transitions for the camera to be used in consultation with the pastor and/or Director of Music Ministries.
8. Assists guest performers and groups with microphone use and audio-visual needs.
9. Prepares the wireless microphones so they are ready for use for each service or program, with microphones positioned in their proper places.
10. Starts the live video stream 10 minutes before each service begins with a graphic and periodically verifies that the broadcast is still working.
11. Monitors camera inputs and outputs to streaming service to verify appropriate content and fix problems.
12. Records the streaming output of the presentations to the computer for later upload.
13. During the worship service, works under the direction of the presiding pastor to display all visual images at the appropriate time for the purpose of ensuring that the overall worship service flows well.
14. Remains at the sound board and computer station during each service to immediately correct any sound system problems that may arise
15. Mutes and unmutes microphones as indicated. Note: the pastor will manage their microphone during services.
16. During the service or program, maintains visual contact with the leaders and the chancel areas during the entire worship service or event so problems may be avoided or resolved quickly.
17. Pays continuous attention during the entire event or service so that the service flows smoothly. Keeps personal cell phone available so that pastors and leaders may communicate by text with them before, during and after the services and special events.
18. While filming, manages camera(s) and optimizes shots via close-ups, repositioning, etc. to maximize visual impact as deemed appropriate with the content of the service or program.
19. Uploads worship service video file to the streaming platform and backup service by agreed-upon deadline.
20. Cleans up, shuts down the A-V system, and locks up prior to departing.
21. Reports any technical or mechanical problems immediately to the pastor and/or the Church Administrator.
22. Demonstrates the ability to train and /or teach substitute technicians.
23. Works collaboratively with the Director of Music Ministries to organize and maintain inventory and location of AV equipment and electronics.

**Additional Information**: We ask that the person hired for this position works with the understanding that some responsibilities for this position are new for Westminster Presbyterian Church and the scope of responsibilities may evolve as the technician and the church leaders gain experience with live-streaming and perceive new possibilities for the technology.

**Compensation:** $25/hour

\**Interested? Email a resume to Pastor Therin TherinF@wpcoly.org.\**