

## POSITION DESCRIPTION

**Title:** Audio Visual Tech Support  
**Reports to:** Music Director (MD)  
**Date:** 08 2023

**FLSA Status:** Salary, Non-exempt  
**HOURS:** 8/week, year-round

### Position Purpose

This position supports Sunday worship services, memorials, weddings and other special events and is responsible for monitoring and maintaining the audiovisual property of the church to ensure that it is safe, clean, functioning and orderly for FPBUU members, staff, visitors and renters of the facilities. The Audio Visual Tech Support is primarily responsible for the audio for in-person service as well as livestreaming the Sunday services. Other responsibilities such as hosting tech training sessions and setting up equipment will vary based on scheduled events or congregational needs determined by church calendar.

### Core Competencies

**Trust and Integrity:** Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

**Interpersonal Relationships:** Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

**Conflict Management:** Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

**Organization and Planning:** Organizes time & materials to accomplish multiple, concurrent goals and activities.

**Vision and Purpose:** Demonstrates commitment to and knowledge of Unitarian Universalist Principles and values.

**Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

**Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understand which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.

### Essential Job Functions

**Worship Support:** Offers general support for Sunday morning & special services including audiovisual needs such as running the sound board, mic checks, livestreaming and additional support as needed. Is responsible for recording, editing and posting Sunday services videos.

**Equipment Maintenance:** Maintains the audiovisual equipment and related computer hardware and software of the church to ensure that it is safe, clean, functional and orderly for FPBUU members,

staff, visitors and renters of the facilities.

**Congregational Support:** Host and promote tech training sessions both virtually and in-person; offering one on one tutorials as needed. Set-up A/V equipment for meetings/events. Ensures that it is properly put away at the conclusion of meeting/events.

**Administrative Responsibilities:** Regularly monitors the online FPB calendar for upcoming congregational needs. Reviews and responds to all emails and AV requests, consulting with the MD as needed.

**Rental Support:** The AV Tech Support may be needed on-site or virtually for rentals or events such as weddings and memorial services. If needed, the renter will pay the AV Tech Support directly at the rate of \$150.00 per event (up to 4 hours), at the time of service.

**Resource Management:** Submit equipment of supply needs to the MD; Develop and update an inventory list of equipment and materials necessary for the position. Communicate as needed with outside networking companies to resolve tech issues as needed.

### Position Requirements

Skills & Knowledge	Minimum Education
<ul style="list-style-type: none"><li>● Knowledge of computers and audiovisual equipment including management and troubleshooting issues.</li><li>● Proven organizational and time-management skills with the ability to prioritize.</li><li>● Ability to use verbal and written communication effectively across all constituencies.</li><li>● Understanding of Unitarian Universalist Principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism.</li><li>● Computer literacy required to send/read emails and access the online church calendar.</li></ul>	<ul style="list-style-type: none"><li>● High School Diploma or GED.</li></ul> <p><b>Minimum Experience</b></p> <ul style="list-style-type: none"><li>● Three to five years of audiovisual production experience, preferably in a religious or non-profit organization.</li></ul>