

FPBUU POSITION DESCRIPTION

Title: Audio Visual Tech Support

Report to: Music Director

Date: 05/2026

FLSA Status: Salary, Non-exempt

HOURS: 20 hours per pay period

Overview:

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. Audio-Visual Tech Support is primarily responsible for the audio for in-person services 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, congregational needs determined by church calendar, and budget availability.

Essential Job Functions:

- Demonstrate 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, including creating graphics for the livestream.
- Maintain the audiovisual equipment and related computer hardware and software of the FPBUU to ensure that it is safe, clean, functional and orderly for members, staff, visitors and renters of the facilities.
- Submit equipment needs to the Music Director. 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.
- Recognize and resolve tech problems effectively and in a timely manner
- 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. Ensure that equipment is properly put away at the conclusion of meeting/events.
- Regularly monitor the online FPBUU calendar for upcoming congregational needs. Review and respond to all emails and AV requests, consulting with the Music Director as needed.
- 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 contracted amount event, at the time of service.
- Acquire and demonstrate the technical skills required to proficiently execute the essential functions of the job; understand which skills are lacking and seek to develop those skills; continually work toward the mastery of technical proficiency.

Skills & Qualifications:

- Knowledge of computers and audiovisual equipment including management and troubleshooting issues.

- Proven organizational and time-management skills with the ability to prioritize.
- Ability to use verbal and written communication effectively across all constituencies.

Education:

- High School Diploma or GED.

Experience:

- Three to five years of audiovisual production experience.
- Experience in a religious or non-profit organization a plus.