



## **AV Manager – Job Description**

Church of the Saviour (COS) is a Christ-centered, nondenominational church that helps people connect deeply with God, build meaningful relationships, and live out the hope of Jesus in everyday life. Located in the Philadelphia suburb of Wayne, PA, COS is home to approximately 1,100 people united around one mission: to glorify God by making disciples of Jesus Christ in Wayne and beyond. We take the Great Commission and the Great Commandment seriously and actively support both local outreach and global missions. Having been transformed by His grace, we long to see lives changed and communities renewed by the power of the gospel.

### **POSITION SUMMARY**

The AV Manager leads all video, lighting, audio, and production efforts across the campus to support worship services, events, and communications. This role ensures high-quality, distraction-free environments that foster meaningful worship and enable clear, effective communication of the gospel.

This position is both hands-on and strategic, responsible for systems, people, and production quality. A key measure of success is the ability to build, train, and sustain strong volunteer teams while delivering consistent, reliable, and scalable production experiences across all ministries and environments.

In addition, this role contributes to ongoing content creation and storytelling through video and media, supporting both live production excellence and the development of engaging digital content.

### **PRIMARY FOCUS AREAS**

- Deliver excellent and reliable production for worship services, events, and campus-wide gatherings (video, audio, lighting, livestream)
- Build and lead a sustainable, well-trained volunteer AV team across all ministries
- Ensure system reliability, readiness, and continuous improvement
- Support communication and storytelling through video, media, and visual content
- Plan and execute AV strategy aligned with church growth and ministry needs

### **RESPONSIBILITIES**

#### **Video Production and Livestream**

- Oversee all video production from concept to final delivery
- Manage livestream operations (Subsplash, YouTube, Facebook), ensuring reliability and quality
- Direct live production, including cueing video, slides, and transitions during services including operation of ATEM video switching systems

- Ensure high-quality framing, storytelling, and visual engagement
- Maintain post-production workflows, media organization, and content archive
- Ensure redundancy, failover readiness, and contingency planning for livestream systems

### **Audio, Lighting, and Production Operations**

- Lead all audio, lighting, and presentation elements for services and events
- Coordinate closely with worship leaders and speakers to ensure smooth service flow and transitions
- Ensure consistent, high-quality audio experience across both in-room and online environments
- Ensure distraction-free, worship-supportive environments
- Own end-to-end execution of services and events from preparation through live delivery
- Participate in service and event planning to align production with content and flow
- Lead rehearsals, run-throughs, and service preparation
- Ensure all systems, media, and cues are tested and verified prior to going live
- Troubleshoot issues in real time during live environments
- Oversee setup, operation, and teardown of AV systems
- Support AV systems across a multi-building campus environment
- Develop and maintain SOPs for all AV workflows

### **Slides, Graphics, and Presentation**

- Oversee slides (ProPresenter, PowerPoint) for accuracy, timing, and clarity
- Ensure consistency and excellence in presentation visuals
- Support sermon visuals and service media needs

### **Design and Media Integration**

- Collaborate with the Communications team on media strategy and storytelling
- Create and produce short-form video content (e.g., announcements, social media videos, reels/shorts)
- Capture and edit photo and video content from services, events, and church life
- Support development of digital content for website, social media, and internal communication
- Ensure brand consistency across all visual and media outputs
- Contribute creative ideas to enhance communication, engagement, and storytelling across ministries

### **Volunteer and Team Leadership (Core Responsibility)**

- Recruit, train, schedule, and lead AV volunteers
- Build a sustainable, multi-generational volunteer pipeline
- Develop onboarding systems, training materials, and documentation
- Conduct regular training sessions and workshops
- Ensure cross-training of volunteers to avoid single points of failure

- Provide coaching, feedback, and spiritual encouragement
- Manage scheduling systems for consistent volunteer coverage
- Ensure all services and events are fully staffed

### **Systems, Technology, and Infrastructure**

- Maintain, troubleshoot, and improve AV systems across campus
- Manage equipment lifecycle, upgrades, and preventive maintenance
- Ensure system reliability, scalability, and redundancy
- Collaborate with IT on networking, infrastructure, and integrations
- Maintain documentation of systems and workflows
- Manage media licenses, software subscriptions, and compliance requirements
- Identify risks and proactively implement solutions to prevent failures

### **Strategic Planning and Development**

- Develop long-term AV strategy aligned with church growth
- Anticipate future needs for services and events
- Design scalable systems and workflows
- Evaluate and implement new technologies

### **Budgeting and Resource Management**

- Manage AV/Media budget and purchasing
- Maintain inventory and equipment planning
- Develop and update long-term capital plans
- Ensure responsible stewardship of resources

### **Project and Vendor Management**

- Lead AV projects from planning through execution
- Evaluate vendor proposals
- Select and manage contractors and vendors
- Oversee installations and system integrations

### **Event and Campus Support**

- Support all campus events (services, weddings, funerals, conferences, ministry programs)
- Coordinate AV needs with ministry leaders
- Provide scalable AV solutions without creating operational bottlenecks

### **Continuous Improvement**

- Conduct regular service and event reviews
- Communicate production needs, challenges, and improvements to leadership
- Implement systems to improve efficiency and consistency
- Maintain a culture of excellence, preparation, and accountability

## **Typical Weekly Rhythm**

- Sunday: Lead or oversee all worship (FOH) and livestream production
- Monday–Thursday: Review services, maintain and improve systems, edit content, prepare for upcoming services, support events and rehearsals, train volunteers, and coordinate event logistics.
- Ongoing: System improvements, planning, and ministry support

## **Success Metrics**

- Reliable, interruption-free in-room (FOH) and livestream production
- Timely and accurate execution of services and events
- Fully staffed and well-trained volunteer teams
- Reduction in technical issues during services and events
- Improved production quality and consistency
- Strong volunteer retention and development

## **QUALIFICATIONS**

### **Required**

- A personal and growing relationship with Jesus Christ
- Agreement with all aspects of Church of the Saviour’s Statement of Faith.
- Bachelor’s degree or equivalent experience
- 3+ years of experience in live AV production
- Strong knowledge of AV systems and workflows
- Working knowledge of:
  - Video: ATEM 4K switcher, Sony FX cameras, Adobe Creative Cloud tools
  - Streaming: OBS, SubSplash, YouTube Studio
  - Presentation: ProPresenter, PowerPoint
  - Design: Adobe Creative Cloud tools, Canva
  - Systems: Yodeck digital signage
- Experience leading and developing teams and volunteers
- Strong organizational, communication, and troubleshooting skills

### **Preferred**

- Church or nonprofit production experience
- Advanced audio engineering (FOH and broadcast)
- Multi-camera production and lighting design experience
- Networking fundamentals for AV systems
- Experience in multi-building campus environments

### **Core Competencies and Values**

- Christ-centered character, humility, and servant leadership
- “Ideal Team Player”: humble, hungry, and emotionally intelligent
- Strong attention to detail and commitment to excellence
- Ability to remain calm in high-pressure environments
- Proactive and solutions-oriented mindset
- Strong relational and leadership skills
- Adaptable and collaborative

### **Additional Expectations**

- Flexible schedule including Sundays, evenings, and events
- Availability for urgent technical needs
- Active participation in church life
- Commitment to ongoing development

**Location:** Church of the Saviour – Wayne, Pennsylvania (onsite)

**Position:** **Full-Time**, Exempt, 45–55 hours/week; additional hours as needed for events, also open to **Part-Time** position

**Schedule:** Sunday to Thursday

**Reports To:** Executive Director of Operations and IT

**Works Closely With:** Worship Arts Director, Communications Team, Ministry Leaders

### **Compensation and Benefits:**

- commensurate with experience
- Benefits: Comprehensive health, vision, and dental insurance; participation in a 403(b) retirement plan
- Paid Time Off (for Full-Time position): 3 weeks vacation, 10 holidays, 8 sick days, and up to 3 personal days annually

### **To Apply**

Please submit the following to [cos@coswayne.org](mailto:cos@coswayne.org):

1. **Resume** – detailing your experience, education, and relevant skills.
2. **Written Testimony** – provide a one-page written testimony along with a brief description of your approach to production in a worship environment.
3. **Video Samples** – portfolio or video samples demonstrating relevant AV or production work.