



FIRST BAPTIST CHURCH ALEXANDRIA

Position Title: **Director of Audio, Visual and Lighting**

Direct Supervisor: Pastor for Music and Worship

Date Prepared/Revised: 3/24/2026

FLSA Class: Exempt

Status: Salary, Full-time

Position Summary:

The Director of Audio, Visual and Lighting (AVL) is responsible for leading the planning, execution and ongoing support of audio, visual, lighting and live production systems for worship services, rehearsals and churchwide events. This position provides technical leadership for worship gatherings and other ministry events, oversees livestreaming and media distribution, recruits and equips volunteers and manages AVL systems, inventory and future technology needs in support of the mission and vision of First Baptist Church Alexandria. The AVL Director shall have a personal relationship with Jesus Christ, a calling to ministry as evidenced by a daily walk with the Lord, and a passion for the advancement of the ministries of the church.

Duties and Responsibilities:

- Oversee all AVL support for worship services and rehearsals in the sanctuary and Faith Activities Center for all FBCA ministries including the Weekday Preschool.
- Coordinate AVL support for all FBCA ministries in collaboration with ministry leaders and church staff.
- Manage AVL support for outside events including weddings, funerals, conferences, meetings and other approved gatherings.
- Plan, research and implement technical needs for creative elements used in worship services and ministry events.
- Provide leadership for all aspects of technical production for FBCA events including ProPresenter, audio, lighting, broadcast cameras, stage preparation, MATV systems and related technical equipment.
- Manage livestreaming, recording, editing, posting and archiving of video content for services and events.
- Manage the budget for technical systems, equipment needs and media-related supplies.
- Identify, research, recommend and manage purchases of AVL technology and equipment.
- Plan for future AVL technology improvements and ministry needs.
- Maintain inventory, maintenance records and service schedules for all AVL equipment.
- Manage and maintain media and sound equipment including repair and replacement of faulty equipment.
- Regularly inspect AVL systems and identify areas for improvement in quality, reliability and ease of use.
- Manage the use of portable video and sound systems used churchwide and schedule and train operators.
- Create and maintain operation manuals, system documentation and training resources for the tech ministry.
- Restock media-related supplies and ensure appropriate backup resources are available.
- Recruit, train and lead volunteer teams in the operation of all AVL systems and production roles.
- Develop training sessions and resources for AVL volunteers and support volunteer team leads with recruiting, scheduling and volunteer management.
- Participate in planning and strategy meetings as well as pre-service and post-service evaluations.
- Coordinate with appropriate leaders regarding technical needs for seasonal productions, guest artist concerts, weddings, classes, conferences and other events.
- Coordinate technical planning, stage setup and teardown for services and events.
- Document stage setup and audio patching to facilitate teardown, reset and continuity between events.
- Provide audio and video support to the FBCA website and communications team as needed.
- Edit and publish recordings of services and sermons and manage the FBCA YouTube channel and archive of worship recordings.
- Maintain and regularly check livestreaming equipment and related broadcast systems.
- Support video recording, editing and production for ministry needs as requested.

- Design and prepare content used in IMAG and ProPresenter including background graphics, worship lyrics and sermon support elements.
- Edit music and sound effects for in-house video production.
- Other duties as assigned by the Pastor for Music and Worship to support the worship ministry.

Other Responsibilities:

- Enforce and maintain all policies and procedures of the church.
- Foster cooperation, teamwork, respect and dependability within the church staff.
- Create an environment of trust by maintaining privacy and confidentiality of sensitive information.
- Faithfully radiate energy, friendliness, righteousness, fellowship and stewardship in promoting the Lord’s work at FBCA.
- Endorse and support the church’s Purpose statement and Constitution and Bylaws.
- Position requires 40-50 hours per week, including Sundays and other weekend responsibilities as needed. Typical schedule includes day shift hours with evenings as needed.
- Work location is in person in Alexandria, Virginia. Relocation to the area before starting work is required.

Required Experience

- Bachelor’s degree or equivalent work experience in a technical field.
- Experience in AVL production.
- Experience recruiting and training volunteers.

Preferred Experience

- Experience with church tech team ministry.
- Strong organizational and administrative skills with careful attention to detail and quality.
- Understanding of embedded audio signal flow and broadcast video standards.
- Ability to program and operate a video switcher and to lead a camera and production crew through a live worship service production.
- Ability to troubleshoot an HD/SD-SDI broadcast-level video system.
- Understanding of live IP video streaming technology and digital workflows for audio and video.
- Applicable IT and computer knowledge with strong working knowledge of Mac and Windows operating systems and applications.
- Proficiency with AVL-related software including ProPresenter, Planning Center, Ross Database, Adobe Creative Suite, ProTools and ChromaQ Vista.
- Proactive self-starter, creative problem solver and team player.

Physical Requirements

- Must be able to lift 40 pounds, and be comfortable working at heights, climbing ladders, walking on catwalks and using a telescoping lift.

“I will thank the Lord with all my heart; I will declare all Your wonderful works. I will rejoice and boast about You; I will sing about Your Name, Most High.” Psalm 9:1-2

Employee

Date

Direct Supervisor

Date

Director of Finance and HR

Date