

Job Title: Audio Video Specialist

Program: Production

Reports to: Production Director

Effective Date: September 30, 2024

Job Summary:

The audio video specialist is responsible for assisting with and leading projects in audio, video, and related areas that impact AV production work. Works with production team members and other departments in the organization to accomplish the goals for Production.

Supervisory Responsibilities:

- Coordinates/participates in campus-specific installs and projects with other production team members and contractors
- May supervise volunteers

Duties/Responsibilities:

- Assisting with and lead projects
- Works directly with the production team in meetings to discuss production plans and coordinate upcoming events
- Remains available onsite to staff members to provide support during production events.
- Set up and manage audio, video, lighting and cameras.
- Store and take responsibility for equipment used in each event

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Strong knowledge of AV tech

Education and Experience:

Required:

High school diploma or equivalent.

Intermediate working knowledge in AV.

Preferred:

College degree.

Advanced working knowledge in AV.

Physical Requirements:

- Prolonged periods of standing and walking and stair climbing.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up heavy objects weighing up to 50 pounds.

Work Location:

Work is performed approximately 90% on-site and 10% remote.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

employee printed name

employee signature

date