



Audio/Visual Support Technician

JOB DESCRIPTION

03/18/26

City Church Ministries is made up of sub-organizations which includes City Church, Campus for Kids Learning Center, Abundant Life Christian School, Christian Life College and 97x FM. The Mission of City Church is 'Finding Joy in Jesus Christ and Sharing It'. We do that by working with excellence, joy, and with a spirit of service, to our Lord first and to our staff, families and community.

Vision:

The Audio/Visual Support Technician will assist the Audio/Visual Systems Director along with the Worship Pastor in the technical aspects of City Church Ministries. This includes, but is not limited to, live production for special services and events, as well as post-production, installation and maintenance of audio/visual technology across campus.

Accountable to: Worship Pastor

Duties and Primary Responsibilities:

- Collaborates on the installation and maintenance of sound, video and lighting equipment, as well as audio/visual-specific network devices, computers, software and iPads
- Helps with the setup, operation, and teardown of tech for events, meetings, special rehearsals and services
- Assists in trainings and updating documentation
- Assists in the editing and processing of a/v media
- Uploads and maintains a/v media on the City Church website, YouTube channel, and Facebook page
- Prepares presentation material like slides, video and music for events, meetings, and special services
- Helps with Planning Center Online scheduling and service details
- Other tasks as designated by the A/V Systems Director and Worship Pastor

Experience:

- Apple Devices required, Microsoft preferred
- Understanding of Audio Signal Flow required
- Digital Audio Workstations (DAW) required, Logic Pro preferred
- A/V over IP and Basic Network Principles, Dante preferred
- Video Capture and Editing Techniques required, Final Cut preferred
- Stage Lighting Techniques, ETC preferred
- Website Editing, Subsplash preferred
- Presentation software, ProPresenter preferred
- Scheduling and Services software, Planning Center preferred

Qualifications:

- High School Education, diploma or GED
- Certifications or Degrees in Tech., and/or 1-year equivalent work experience
- Working/Volunteering in the church or ministry setting

Requirements:

- Clear background check that meets our ministry requirements
- Agreement with City Church's Affirmation Statement
- Willingness to learn new programs and platforms used within the organization
- Ability to walk/stand/bend as needed for the assigned shift



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- Ability to lift/move up to 20lbs

Interpersonal Skills/Competencies:

- Servants Heart: Natural desire to help accomplish the goals of the leader and organization
- Effective Communication: Clear/concise, portrays confidence, uses judgement and navigate difficulty
- Relational: People-oriented, builds trust with others and able to maintain good working relationships
- Approachable: Having a welcoming and inviting disposition
- Adaptability: Willing and able to quickly navigate change to function effectively in high-stress situations
- Prioritization: Ability to judge between urgent and important needs
- Problem Solving: Ability to effectively troubleshoot and solve problems quickly

Classification: Non-Exempt/Full-Time