

JOB OVERVIEW			
JOB TITLE	AV Technical Director		
JOB NO. / ID		PREPARED BY	David Cerra
DATE LISTED		CLOSING DATE	
JOB LOCATION	First United Methodist Church, Evanston, IL St. Luke's Episcopal Church, Evanston, IL	% EFFORT or WEEKLY HOURS	Part-time, ~20 hours per week
DIVISION / DEPARTMENT		REPORTS TO	
POSITION DETAILS			
JOB PURPOSE	<p>The AV Technical Director coordinates the technical aspects required to successfully record and stream church services, as well as assisting in the general maintenance and operation of audio, video, lighting, and stage equipment.</p> <p>The AV Technical Director works closely with the senior pastor, pastoral team, music minister, and staff in a church community that welcomes all people inclusive of age, race, education, economic status, sexual orientation, gender identity, and special needs.</p>		
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide leadership and oversight to all system support (audio, video, and lighting) for the weekend experience including the operation and maintenance of all the gear • Act as Service Production Director, ensuring all technical elements in the weekend flow are in place and that volunteers are fully engaged and informed • Help ensure proper network connectivity for streaming services • Provide a high level of excellence in all technical aspects of the weekend experience • Some irregular hours of work should be expected to coordinate the technology for church activities that may take place on evenings, weekends, and holidays 		
WORKING CONDITIONS	<ul style="list-style-type: none"> • Recording and live streaming activities take place primarily on site at First United Methodist Church and at St. Luke's Episcopal Church, in Evanston • Post-production activities can take place in a work-from-home environment or other off-campus location 		
SUPERVISION RECEIVED	High-level planning with the senior pastor and music minister		
SUPERVISION EXERCISED	Direction and training of volunteers in the operation of the audio, video, and lighting equipment		
DIRECT REPORTS	none		
QUALIFICATIONS			
MINIMUM EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Experience operating audio and video equipment • Experience recording and editing using modern software applications 		
PREFERRED EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Formal training in audio and/or technical production • Hands-on experience with technology in a modern worship production environment 		
MINIMUM EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • High-school diploma or equivalent 		
PREFERRED EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • A degree, certificate, and/or college coursework in related field 		

REQUIRED SKILLS	<ul style="list-style-type: none"> • High degree of integrity and character • Creative and collaborative, with a "can do" attitude • Audio mixing • Lighting setup and optimization • Expertise in presentation software • Proficiency in video presentation • Understanding of the AV technical field with the ability to research and recommend solutions and best practices • Highly tech-savvy – able to learn and master new technology quickly and thoroughly • Excellent communication and interpersonal skills • Strong organizational and time management skills • Accuracy and attention to detail • Strong verbal and written communication skills • Graphic design experience/interest is a plus • Knowledge and skills in stage building and design is a plus
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> • Ability to lift, carry, push, pull, or otherwise move objects including microphones, lighting, cameras, stands, tables, and other on/off stage items

REVIEWED BY: NAME & TITLE		DATE APPROVED	
		DATE REVIEWED	