



St. Andrew's United Church of Pakenham

Job Description

Title: Audio Visual Manager (AVM)

Reports to: Ministry & Personnel Committee

Created: January 1, 2022

Last Updated: January 1, 2023

Summary of Position

The Audio-Visual Manager (AVM) has the following areas of responsibility. The AVM:

1. Recruits, trains, schedules, and supervises the A-V team of youth volunteers.
2. Collaborates with others to create content and slides for each service and event.
3. Collects and/or creates content and playlists using ProPresenter for services and events.
(Initial training on ProPresenter is provided)
4. Directs and assists the A-V team before, during and after services and events.
5. Facilitates maintenance and service of audio-visual equipment.
6. Checks equipment inventory list twice each year.

Nature and Scope of Functions

Pre-Service/Event

- ~ Schedules volunteers and prepares cue sheet.
- ~ Collaborates as needed with the minister, music director, office administrator, communications officer, guest speakers and/or others as needed to determine media requirements for services and events.
- ~ Reviews cue sheet and ProPresenter slides with youth volunteers prior to service.

During Service/Event

- ~ Oversees as needed the projections, recording/streaming by Audio-Visual Assistants.

After Service/Event

- ~ Responds to any copyright claims. These are rare.

Other Duties

- ~ Ensures system and software updates are loaded.
- ~ Renews software and copyright licenses.
- ~ Arranges for equipment repairs and maintenance as needed.
- ~ Updates the A-V manual as needed.
- ~ Arranges for a substitute AVM if a conflict arises.
- ~ Writes and submits a half-page annual report on A-V activities to the church administrator for the Annual Report.

Other Considerations

- ~ Must attend training on the A-V system and software.
- ~ Cell phone use is restricted to worship related communications and emergencies only during worship services and other events.

- ~ This position can be a shared job.

Schedule

- ~ Works 41 weeks per year, 8.25 hours per week.
- ~ Estimated weekly hours of work:
 - ~ Management of system and volunteers for services on Sundays...2 hours
(10:00 a.m. to 12:00 p.m.)
 - ~ Content development...5 hours
(Google remote allows work on the church computer from your home)
 - ~ Other duties...1.25 hour
- ~ Holidays: The AVM will be off one or two Sundays in June, the months of July and August and the Sunday after Christmas Eve and New Year's Eve.
- ~ Additional/possible opportunities for paid work:
 - ~ Special Events
 - ~ Funerals
 - ~ Church Camp.

Knowledge, Skills and Attributes

The AVM must be comfortable with A-V equipment such as wired and wireless microphones, projectors, lighting consoles, sound systems, computers and media and presentation software such PowerPoint and/or ProPresenter.

Knowledge

- ~ General knowledge, use and care of audio-visual equipment.
- ~ Understands how each component contributes to a multi-media production.

Skills

- ~ Able to work well with people of all ages.
- ~ Able to interact positively with staff, volunteers and church members.
- ~ Able to employ positive approach to managing a team.
- ~ Good communicator (verbal and written).
- ~ Able to give direction and feedback in a non-confrontational manner.

Attributes

- ~ Dependable
- ~ Patient
- ~ Flexible
- ~ Resilient
- ~ Organized
- ~ Self-starter