

The United Methodist Church of Chagrin Falls

JOB DESCRIPTION

Title: Audio/Visual Specialist

Purpose of Position: To oversee the usage of technology for Sunday morning worship as well as the occasional evening service during the year. This technology includes recording/live-streaming, camera controls, slide and video projection. It also includes a working knowledge of the sound system.

Duties and Responsibilities:

- A. Be present on Sunday mornings from 9:00-11:30 a.m.
- B. On Sunday morning before the beginning of 10 a.m. worship, turn on all equipment, add sermon slides to the service slideshow and update as needed, “Moment for Joy” slides and “Prayer Concerns” slides. Make additional slideshow changes/additions and troubleshoot as needed.
- C. Create the worship slideshow before Sunday morning, exclusive of sermon slides and moments for joy. Timing is flexible, most elements for worship are completed by Thursday morning, allowing slideshow to be created anytime Thursday through Saturday. Slideshow must be done at the church on the sanctuary computer.
- D. Following Sunday worship, all equipment must be properly turned off and AV table area straightened up.
- E. Work with church volunteers.
 - Recruit and train volunteers to help with Sunday morning technology and to substitute on those occasions when the Audio/Visual specialist is unable to be present.
 - Develop and manage a monthly schedule of volunteers that is due to the church office before the end of the previous month.
 - If unable to fulfill Sunday morning responsibilities for any reason, it is the responsibility of the specialist to secure a replacement.
- F. Attend occasional staff meetings as often as possible (mostly zoom meetings).
- G. Maintain a weekly hours-worked time sheet and submit it to the church treasurer twice a month.

Skills Required:

- Must be comfortable with computer technology and proficient with audio/visual equipment.
- Must know, or be willing to be trained on, Restream.IO, ProPresenter, YouTube, PTZOptics, and Apple Products
- Must be comfortable communicating with and working with others, both staff and volunteers.

Time Requirements:

This is a 3-4 hour a week job except for the weeks when there is an additional holiday worship service (Christmas Eve, Ash Wednesday, Maundy Thursday). The Audio/Visual Specialist may be absent up to 8 Sundays a year as long as volunteers are in place and fully trained to cover the job.

Compensation: \$25/hour, \$75-\$100 a week.

Supervisor: Pastor is the day-to-day supervisor with the Staff Parish Relations Committee having the general supervisory responsibility for all staff.