



## FIRST UNITED METHODIST CHURCH

MONTGOMERY, ALABAMA

First United Methodist Church of Montgomery, AL

### ***Job Description Coordinator of Audio-Visual Technology***

**The presumed priority of every FUMC staff job is to work with joy as a member of a body of Christ who performs his/her tasks to the glory of God, ultimately resulting in making disciples of Jesus Christ for the transformation of the world. The following Job Description outlines your “first understanding” on how you practice that priority through your specific responsibilities.**

The Coordinator of Audio-Visual Technology is responsible for all aspects of the audio and visual technologies of the church including but not limited to worship services, Sunday School classes, Bible studies, funerals, special events and presentations, visiting organizations who wish to use our AV technology, etc. The Coordinator of Audio-Visual Technology also assists the Director of Communications in capturing and editing audio-visual content to be used for the church’s communication efforts. As such, the job of Coordinator of Audio-Visual Technology requires special skills and responsibilities.

**QUALIFICATIONS:** Bachelor’s Degree in Audio/Visual field preferred, or equivalent combination of training and experience

**SPECIAL SKILLS:** The Coordinator of Audio-Visual Technology should have, or be willing to acquire, the following knowledge, skills and educational background:

- Strong organizational and interpersonal skills
- Knowledge and experience with:
  - Professional quality audio-visual equipment
  - Running a sound/mixer board used for voice and a variety of musical styles, both vocal and instrumental
  - Microphone placement, cabling, etc.
  - Projection techniques, including projecting from personal computers (Mac and PC) and from DVD player
  - Designing, focusing, and running stage lighting
  - Shooting both camcorder and DSLR/mirrorless video
  - Analog and digital audio recording technology and techniques
  - Interfacing audio and visual feeds for recording purposes
  - Shooting and editing video recording for archive and publicity purposes
- Advanced knowledge of:
  - One or more non-linear video and audio editing systems
  - Digital delivery formats and requirements and DVD creation software
  - Podcast software and equipment
  - Cinematography terms and techniques and equipment maintenance
- Other
  - Photography experience preferred but not required
  - Must be able to lift up to 70lbs for short periods of time.

**RESPONSIBILITIES:** The Coordinator of Audio-Visual Technology position requires flexibility of schedule to adjust to the needs of the church, with a wide variety of events that occur during the week and on the weekends, often without prior notice

The Coordinator of Audio-Visual Technology has responsibility for:

- Sunday morning and special worship services: coordinating with the TV production manager to communicate with the camera operators to provide the best quality production possible for TV/Livestream/Facebook Live broadcasts
- Sunday morning and special services: set up of microphones and necessary cabling and working with volunteers to provide the audio mix for the pastors, other speakers, singers, instrumentalists, and choirs
- Either directly or through trained volunteers,
  - Providing for all audio-visual needs for all Sunday morning services and special services and funerals
  - Providing for the audio-visual needs for all Sunday School classes, special meetings, Bible studies, etc.
- Coordinating with the Director of Communications to create and produce communion spot commercials
- Incorporating new AV technology into the church when required
- Serving as the expert on the program staff regarding the audio-visual technology of the church.
- Recruiting, training, and maintaining a team of capable volunteers to assist in the audio-visual needs of the church
- Stage productions and special presentations in the Fellowship Hall: expected to work alongside volunteers and staff to provide lighting, sound, and possibly multimedia support
- For the upkeep and proper organization and storage of all church audio, video, and multimedia equipment
- Assisting the Director of Communications and Assistant Director of Communications in production of content and upkeep of the church website and social media presence
- Assisting the Director of Communications in creation and maintenance of all digital signage
- Operating sound/video systems during weddings at FUMC (for fees as outlined in the FUMC Wedding Guidelines)
- Creating digital copies of Sunday worship services and print DVDs upon request
- Archiving and maintaining video of all Sunday services to the church website
- Maintaining live web-streaming and Facebook Live
- Producing and maintaining audio podcasts of all sermons
- Producing promotional videos for the church, especially during Easter and Advent seasons and for special community events
- Working with the clergy and staff of FUMC to develop and grow the Audio-Visual Technology Ministry of the church
- Developing and operating within an approved AV budget

Salary commensurate with duties and job experience as well as a generous benefit package, including employee health insurance and employer match on retirement plan contributions.

**Interested candidates should submit a resume to Ed Reifenberg, [ereifeberg@fumcmontgomery.org](mailto:ereifeberg@fumcmontgomery.org).**

*FUMC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*