

Ministry Position Description (Staff)

POSITION TITLE:	Audiovisual / Lighting (AVL) Technician
REPORTS TO:	Director of Business Operations
DIRECT REPORTS:	None
POSITION STATUS:	Part-time, 20 hours/week
FLSA STATUS:	Non-exempt

VISION: I acknowledge that I am part of a team of Virginia Beach United Methodist Church that is seeking to equip people to live with passion, power and purpose through our faith in Jesus Christ. I am an integral part of how that mission is projected through my attitude, my service and my daily tasks. I will complete my ministry duties in such a way that helps others at VBUMC to deepen passion through prayer and worship, develop power through study and small group involvement and demonstrate purpose through giving, serving and faith sharing.

ORGANIZATIONAL PURPOSE: The AVL Technician provides support for the three Sunday worship services and other VBUMC events as approved including funerals, weddings, musical performances, specialized presentations and experiences. This position also assures that podcasts for Sunday worship services are recorded and uploaded to the VBUMC website and collaborates with other staff in assuring appropriate AVL support.

ESSENTIAL FUNCTIONS:

- Serves the audiovisual / lighting needs of VBUMC related to worship, specialized presentations and website.
- Participates in praise band practice sessions in order to assure appropriate audio presets for worship services.
- Assists in planning, production, and creation of media including video podcasts and live streaming.
- Recruits, trains, manages and schedules volunteers.
- Collaborates in the design of weekly worship video slides and planning of worship services.
- Attends weekly worship planning meetings.
- Assists in budget planning related to audiovisual and lighting needs of the church.
- Ensures that recording of Sunday's sermon is uploaded to the website by 1 pm that afternoon.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Strong organizational and interpersonal skills to plan and coordinate the work of volunteers and to collaborate with staff.
- Knowledge of the audiovisual and stage lighting industry.
- Proficiency in use of ProPresenter.
- Proficiency in use of Microsoft Office Suite including Word, Excel, Powerpoint, Outlook and familiarity with use of Apple computer products.
- Minimum of high school diploma; college education preferred.

If interested, please submit your resume to jobs@vbumc.org.