

[Church Name]

Audio & Video Equipment Technician Job Description (Sample)

Job Title: Audio & Video Equipment Technician

Reports To: Worship Leader, Pastor, Head Audio Tech Director

Position Status: Full-Time/Part Time

Purpose:

The Audio & Video Equipment Technician is responsible for setting up, installing, operating, testing and troubleshooting audio and video equipment.

Also, produce the best possible atmosphere for worship through sound reinforcement. This includes but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the pastor/worship leader wants to convey, and supporting the audio needs of the people involved with the church service. Ultimately, glorify God through providing excellent audio services.

Responsibilities:

Pre-Service

- Set up stage for musicians and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions such as church service, meetings, etc.
- Set up and operate sound equipment.
- Perform proper line check.
- Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and eq/mixing process. Monitor sound feels to ensure quality.
- Test and resolve equipment issues.
- Diagnose and correct media system problems.
- Check with worship leader and pastor for schedule and any schedule changes.

During Service

- Responsible for adjusting sound levels during service as needed.
- Responsible for following worship leader's direction and musician's direction during services. For example, boosting monitor levels.
- Responsible for recording the service.
- Responsible for following stage and schedule cues.
- Responsible for providing a distraction-free service as it relates to audio production.
- Determine filming sequences and camera movements.

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Post Service

- Return media to individuals? (Backing CD to soloist, DVD to visiting, missionary, etc.)
- Talk with the band to find out if issues existed for them during service.
- Note any broken/faulty equipment and take it out of service if possible.
- Clear Stage of equipment as needed.
- Create and install custom lighting systems.
- Send in equipment for repairs as needed.

As Needed or Required

- Clean audio and video equipment and store properly.
- Ensure equipment the safe transfer and shipment of equipment.
- Duplicate audio and video data.
- Maintain inventory of equipment. (Required monthly)

Qualifications and Skills Required:

- A heart for worshipping God.
- Be in good standings with the church and either be a member or attend regularly for at least six months.
- Able to work in team settings and take directions.
- Either has experience mixing audio successfully in the live environment or are willing to attend training and work alongside a mentor.
- Have good communication skills.
- Ability to think quickly and react/trouble shoot properly in high stress situations.
- Willing to attend training sessions and read/watch other training material for improving existing skills.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Audio & Video Equipment Technician]

Date

Revised: _____