

# Audio Visual/IT Coordinator

## Sunnyvale Presbyterian Church

### Position Overview

The Audio Visual/IT Coordinator is responsible for scheduling all part time workers and volunteers to support worship and church wide events and supporting Program Staff in managing communications technology to promote ministries and connecting the congregation/community. The AV/IT Coordinator oversees church campus computer support and works with all campus technology contractors.

### Essential Duties & Responsibilities

Incumbent may perform any combination of the essential functions shown below related to the technological needs of the church. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

- Recruits, trains, and schedules sound and audio-visual volunteers/contractors for weekly worship, special services, special events, memorial services, weddings, and music concerts
- Serves as staff support to Worship Ministry Team, is a part of the Worship Planning Team, and collaborates with Worship Ministry Team and music staff on technology needs as it relates to worship
- Assists the Marketing Manager to manage the website (as requested by the Director of Marketing)
- Works with Marketing Manager to produce weekly and monthly update messaging to the community
- Supports Program Staff in managing community-wide calendars
- Serves a primary liaison to IT retainer company (currently Ministry Business Services – MBS)
- Works with IT retainer company to identify and communicate IT protocols for computer networks, hardware and software
- Manages IT retainer company's purchase, formatting, maintenance and training for campus computers, networks, and software updates
- Resources staff computer onboarding and ongoing training
- Recruits and resources volunteers who can assist with campus tech support of various kinds
- Serves as point of contact for staff/volunteers to receive tech support from retainer company
- Manages relationships with audio-visual contractors and software and hardware vendors

### Qualifications

- Advanced proficiency with Zoom, including utilizing meeting and webinar functions in conjunction with Facebook and ProPresenter
- Proficient knowledge of Microsoft Office 365 (PowerPoint)
- Comfortable collaborating with others using Google Drive and docs
- Experience creating digital media including audio and video production editing

## **Audio Visual/IT Coordinator**

### **Sunnyvale Presbyterian Church**

- Video editing: 2 years (preferred)
- Experience using the event/worship collaboration platform Planning Center Online (or equivalent, preferred)
- Excellent written and verbal communication skills
- Experience worshipping in multiple faith community settings (preferred) with a strong desire to provide a dynamic and meaningful worship experience for others, in-person and online (required)
- Self-directed, able to manage multiple streams of work.
- Must be open to working with and hearing the concerns of the diverse persons who come to encounter God through SVPC worship
- Possesses an excellent work ethic and passion to help spread the message and promote the mission of the community

#### **Performance Expectations**

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- Incumbent will
  - Complete all tasks in a timely manner
  - Take initiative
  - Have a positive attitude
  - Be results-oriented
  - Be dependable and responsible
  - Continue to grow through continual learning
  - Relate positively with other staff
  - Be helpful to members of the Congregation
  - Work effectively with people of differing cultures

#### **Working Relationships**

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- A. Reports to Marketing Manager
- B. Works as a colleague with others in allied ministries

#### **Review Process**

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The Audio Visual/ IT Coordinator is reviewed annually by the Marketing Manager in accordance with the policies and procedures of the Personnel Ministry Team