

**FIRST PRESBYTERIAN CHURCH  
FERNANDINA BEACH**



**AUDIO-VISUAL TECHNICIAN**

**POSITION DESCRIPTION**

Created: 10.10.21

**Reports to:** Senior Pastor/Head of Staff

**FLSA status:** Non-exempt

**Pay Range:** \$16 - \$25 per hour DOQ

**Overview**

The Audio-Visual Technician collaborates closely with the Senior Pastor, other staff, and volunteer church leaders to support the ministry of the church through live streaming of church services and social media management. The primary responsibility of the AV Technician is to run sound and video for worship services while simultaneously providing a livestream to the YouTube channel.

**Minimum Qualifications**

- Education and Experience: High school diploma required; Associate degree in related field preferred. At least two years of work experience in the technical aspects of audio systems, video recording and editing, video streaming/uploading, preferably with a church or non-profit organization. At least one year of experience in marketing and/or social media management preferred. A comparable amount of training, education, and experience may be substituted for the minimum requirements.
- Knowledge, Skills, and Abilities: Ability and willingness to function as tech lead for Sunday worship services, rehearsals, and other events. Excellent oral and written communication skills and strong organizational skills required. Proficiency in the use of audio-visual technology required. Ability to edit videos to include lyrics. Ability to work independently or as part of a team. Knowledge of copyright music regulations and licensing for online streaming, and the ability to learn the licenses currently used by FPC and research alternatives. The ability and willingness to become familiar with church worship service and the format used. The ability to become familiar with and operate FPC's existing sound system – audio visual, sound and video – and support future equipment purchases and installation of equipment. Knowledge of, or willingness to learn, the order of church services and format of First Presbyterian Church of Fernandina Beach.

**Essential Functions:**

- Facilitate in-person all aspects of recording and live streaming of FPC's worship services, rehearsals, and other events.
- Utilize the existing systems to their full capability, connecting external audio, video and computer equipment as required, and running the system in a professional and courteous manner.
- Upload edited video to social media platforms.
- Set up, take down, and store AV equipment.
- Help in conceiving and deploying an overall video brand messaging strategy; explore what other churches are doing and offer suggestions.

- Monitor and report maintenance needs involving Audio/Visual and other equipment.
- Conduct and take part in occasional meetings and training sessions.
- Coordinates and helps with regular updates and maintenance of FPC's web site, FPC's social media presence, and other effective channels of communication.
- Help with occasional programming of media presentations.
- Other duties as assigned.

**Essential Physical Skills:** Acceptable eyesight and hearing (with or without corrections); Ability to communicate orally and in writing. Moderate lifting, reaching, pulling, pushing, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Hours:** This is a part-time position. Though hours can vary based on specific programming demands, ordinarily this position requires 8 hours a week, primarily on Sunday during worship services.