



## JOB DESCRIPTION (updated June 20, 2021)

# Audio Visual Coordinator

### ABOUT THE POSITION:

The Audio-Visual Coordinator is responsible for the upkeep, implementation, and volunteer support for the audio and visual system of the church.

### ABOUT FPC PALO ALTO:

We are a Christian church affiliated with the Presbyterian Church USA. We are a justice-seeking, LGBTQIA+ affirming, intellectually curious congregation that cares deeply about one another, the Palo Alto community, and the world. More can be found at [www.fprespa.org](http://www.fprespa.org) or @FPCPaloAlto on most socials.

### THE DETAILS:

This position is a local position that requires 10/hours per week including Sundays. This 12-month position is compensated at \$25 per hour. A smartphone and computer are required, but we will provide \$50 per month to cover phone, internet, and computer use. You will be supervised by the Worship Director.

### HOW YOU WILL SPEND YOUR TIME WITH US:

While you will have plenty of people who will help you to get up to speed on our current system [Allen & Heath iDR 8] and multiple video outputs], you will be the primary person in charge of the following areas:

- You will be responsible for recruiting, training, and supporting our volunteer Audio/Visual Team.
- You will be responsible for maintaining the sound system collating and updating documentation.
- You will be responsible for inventorying, tracking, and maintaining current and future audio and video equipment throughout the campus.
- You will be responsible for coordinating an assessment of our current audio/visual system.
- You will be responsible for training additional part-time staff in support of other events on campus.
- *Sunday Funday*: Working with the Worship Director you will be responsible for the set-up of all microphones, cameras, zoom interface, and other audio/visual needs as needed. During worship, you and/or an A/V volunteer will be responsible for operating the soundboard.

### COMMITMENTS AND QUALIFICATIONS:

- You have demonstrated experience and knowledge of large space sound systems.
- You are committed to LGBTQIA+ affirmation, antiracism, gender equity, and general inclusion.
- You collaborate well with staff colleagues, congregational volunteers, and community partners.
- You run with projects and take initiative, but are also willing to seek help when needed.
- You have experience using most, if not all of the following: Zoom, Google Slides, Google Sheets, Slack, and Planning Center; familiarity with social media platforms helpful, but not required.

### HOW TO APPLY (DEADLINE JUNE 30, 2021):

Send a cover letter and resume that include specific direct or transferable Audio Visual experience to: Director of Operations, Dr. Chyrise King, [jobs@fprespa.org](mailto:jobs@fprespa.org).