

# JOB DESCRIPTION



JOB TITLE: **A/V Director**

DIRECT REPORT: **Creative Arts Executive Pastor**

DEPARTMENT: **Creative Arts**

EMPLOYEE STATUS: **Exempt**

## I. PURPOSE OF THE JOB

- The role of the A/V Director is to provide technical expertise and team leadership for the church's sound, video and lighting. The A/V Director is also responsible for audio/video technical development, production, and training related to the live/post-production audio/visual needs of Abundant Life Church. The A/V Director ensures that the ministry continues to grow in effectiveness and quality of excellence in alignment with the church's vision, mission, and strategic objectives.

## II. EXPERIENCE AND PRACTICES

- High proficiency in design, implementation, operation, and repair of audio, lighting, and video systems. Experience mixing sound in a live venue.
- Good working knowledge of programs such as ProPresenter, ProTools, Waves Plugins, Planning Center, Mac OS, Adobe CC, etc.
- Comfortable and proficient in working with a variety of audio, video, media, and lighting equipment, such as Allen & Heath digital consoles, 2 M/E multi-output switchers, high end cameras, and lighting controllers for dimming and moving head, as well as networking protocols such as Dante, Waves, DMX/Artnet, NDI, and streaming.
- Attention to detail: good organization skills, ability to prioritize, work well under pressure and maintain confidential information in a discreet manner.
- Ability to communicate effectively orally and in writing
- Ability to oversee ministry volunteers in a gracious manner.
- Use of good judgement in non-routine matters

## II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Oversees technical production of weekend services, Audio, Pro-Presenter, IMAG & LIVE web feed at the HV Campus, and supports staff and key volunteers in like-focused ministries on the campus level
- Team Building: Oversees recruiting, training, scheduling, and encouraging technical volunteers including FOH audio, IMAG Director, broadcast audio team, web stream ProPresenter ops and others as needed
- Establish standards of operation and quality for AV ministries and oversee continuous improvement to those standards.
- Responsible for maintaining AV and Facilities AV budgets within approved annual guidelines as well as developing written strategic and expenditure proposals as needed throughout the year.
- Serves as the technical support lead to the weekend services team (worship pastor, teaching pastor) and volunteers involved with the production of the weekend services
- Event Coordination: Collaborate with central support team to plan corporate and seasonal events and work with campus teams for specific campus events.

- Responsible for the all-tech ministry systems in all venues at each campus to assure that equipment is in operating order, booths and areas are clean and free from hazards and that the presentation of audio and video used to support each venue is delivered with excellence
- Assist as needed with post-production and distribution of video elements for use in weekend messages
- Assist as needed with the creation of church video promotion projects for weekend announcements, church-wide campaigns, and events
- Encourage, care for, and build the team.
- Partner with the worship arts staff and AV team leads to develop plans and strategies for on-going AV related improvements and buildouts.

### III. ATTRIBUTES

- A vibrant, growing relationship with Jesus
- Leadership and team-building skills
- Positive and faith-filled attitude
- Heart of a servant
- Flexible
- Fun/enjoyable
- Faithful
- Must share the vision/mission of ALC to fulfill the Great Commission with integrity and passion

### IV. COACHING RESPONSIBILITIES

- Recruit, train, manage, care for, and appreciate volunteers and teams
- Design systems that set volunteers and staff up for success with clear documentation, labeling, procedures, and consistency in operator interfaces (scaled to venues)