

## Audio/Video (A/V) Director

<b>Title:</b> A/V Director	<b>FLSA Status:</b> Exempt (Salary)	<b>Ministry Hours:</b> Minimum 40
<b>Reports to:</b> Executive Pastor → Worship Pastor	<b>Department:</b> Support Staff	<b>Employment Status:</b> Full-Time
<b>Supervisory Responsibilities:</b> Yes <b>Level:</b> S2	<b>Location:</b> Rich Fork Baptist Church, Thomasville, NC	<b>Date Created/Last Evaluated:</b> 11/13/24
<p><b>Objective</b> The A/V Director is responsible for overseeing the weekly use, maintenance, and purchase of sound, video, and lighting equipment and having it properly prepared for worship and special events when A/V will be needed; and managing volunteers for all aspects of A/V production.</p>		
<p><b>Qualification Requirements</b> To perform this job successfully, the A/V Director must effectively manage all audio and video technologies and their implementation for worship and other church wide events. Attention to detail and organization are necessary.</p> <p>The A/V Director is expected to work evenings and weekends.</p>		
<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>● Follower of Jesus Christ</li> <li>● High School Diploma or General Education Degree (GED), or the equivalent combination of education and experience</li> <li>● 1+ year(s) experience with A/V equipment (Digital Soundboard, DSLR, Pro Presenter, multi-camera live recording, etc.)</li> <li>● Ability to utilize software and programs in preparation for services (ProPresenter, Planning Center Online (PCO), and Adobe Premiere Pro)</li> <li>● Demonstrate professionalism, strong work ethic, and personal accountability</li> <li>● Excellent organizational and time management skills</li> <li>● Self-starter comfortable with multitasking and prioritizing tasks without guidance while maintaining composure and flexibility</li> <li>● Proficient in basic computer skills</li> <li>● Proficient in recording and editing video</li> </ul>		
<p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>● Leadership and supervisory experience</li> <li>● Experience in troubleshooting and repairing small building items</li> <li>● Experience in troubleshooting and repairing A/V and musical equipment</li> <li>● Ability to move with the pace of technology updates and trends</li> <li>● 3+ years of professional experience in A/V execution and management</li> </ul>		
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>● Spiritual maturity</li> <li>● Servant leadership</li> <li>● Trustworthy and full of integrity</li> <li>● Good steward of resources</li> <li>● Project and operations management</li> <li>● Audio &amp; Video filming and editing</li> <li>● Attention to detail</li> <li>● Problem-solving</li> <li>● Team-focused collaborator</li> <li>● Proactive decision maker</li> </ul>		
<p><b>Essential Functions</b></p> <ul style="list-style-type: none"> <li>● Exhibit and enact Rich Fork Core Values in discipleship and evangelism</li> <li>● Oversight of all sound, video, and lighting needs of the church</li> <li>● Prepare for and implement future needs of sound, video, and lighting</li> <li>● Prepare song lyrics and sermon notes for all Sunday services (in coordination with the Senior and Worship Pastors)</li> <li>● Directly manage all aspects of AV recording, editing, and duplication of Sunday services - including uploading the Sunday sermon weekly to the church website and assisting with content creation (video/photos) for web and social</li> <li>● Coordinate necessary sound, video, and lighting preparations and adjustments for various church events (camps, VBS, special services and functions, etc.) and non-church-wide functions when requested (weddings, special events, training, meetings, etc.)</li> <li>● Recruit and train AV volunteers</li> <li>● Schedule AV volunteers</li> <li>● Oversee all video production (set-up, recording, and editing)</li> <li>● Oversee stage production and design elements (bi-monthly/major event design, set-up, and tear-down)</li> <li>● Prepare budget requests and plan for purchases necessary for AV needs</li> </ul>		

- Utilize Planning Center Online and Ministry Software for planning and scheduling services, volunteers, facility bookings, etc.
- Oversee room and classroom A/V setup for weekly programs and events
- Oversee building use and building use requests, including maintaining schedule/bookings
- Building maintenance as needed/assigned

**Staff Church Relationships**

- Promote, support, and abide by Rich Fork Personnel Handbook
- Attend weekly staff meetings
- Participate in special projects or committees
- Maintain up-to-date emails and calendar

**Spiritual Development**

- Must be a committed, practicing, born-again Christian
- Has a heart for God-centered worship
- Exhibits the fruit of the Spirit (Galatians 5)
- Demonstrates Godly character personally and professionally
- Exhibits servant leadership

**Physical Demands and Cognitive Requirements**

**The Physical Requirements:** Vision, hearing, speech, dexterity, and visual concentration are necessary. This position requires the ability to stand, walk, sit, and use hands and fingers; the ability to work (on campus) the hours and days required to complete the essential functions of the position, as scheduled; and the ability to lift 40 lbs. as well as the ability to climb ladders and operate and work from a lift at a height of up to 50 feet. A valid driver’s license is required.

**Cognitive Requirements:** Learning, thinking, concentration, composure, and the ability to work in a multiple-relationship environment are necessary. This position requires the ability to work as a member of a team and interact effectively with co-workers and church members; and exercise self-control and diplomacy in member and employee relations situations. The ability to exercise discretion as well as appropriate judgment are necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Conditions**

This position is primarily worked inside a climate-controlled office and worship facilities. Minimal travel may be expected outside of the local area for conferences/training.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.