

JOB DESCRIPTION

St. Patrick Catholic Community
10815 North 84th Street
Scottsdale, AZ 85260

TITLE: AUDIO VISUAL TECHNICIAN

POSITION REPORTS TO: COORDINATOR OF COMMUNICATION AND SOCIAL MEDIA

HOURS: PART TIME 10 HOURS NON-EXEMPT

PURPOSE AND SCOPE:

- Under the direct supervision of the Coordinator of Communication and Social Media and in collaboration with the Facilitator of Audio and Video Ministry provides sound technician needs for all weekend liturgies, holy days and special events in the church. Performs any other position-related tasks as deemed necessary by the Coordinator of Communication and Social Media, Director of Pastoral Activities or the Pastor.

DUTIES OF THE JOB:

- Must be present for all Saturday and Sunday liturgies or provide a well trained qualified minister (volunteer) as prearranged with the Coordinator of Communication and Social Media and the Pastor.
- Works in collaboration with, and is under the evaluation of, the Director of Music to make the music, projected word, and the spoken word the best quality it can be for every liturgy and function of the parish.
- Must be available for the following parish events and special liturgies: Holy Week, Easter, Christmas Eve, Lessons & Carols, Home Field Advantage, and other needs as required. Holy Day coverage will be shared with Coordinator of Video and Audio Production.
- Records homily podcasts during weekend liturgies and operates video camera at liturgies as needed (for baptisms, etc).
- In collaboration with Facilitator of Audio and Video Ministry, helps train a team of audio visual and video production ministers (volunteers) encompassing all areas of audio visual, related lighting systems operations and video projection so that they are capable of covering weekend liturgies or parish ministry needs in the church building..
- In collaboration with Facilitator of Audio and Video Ministry, trains staff in basic use of audio visual equipment.
- In collaboration with Facilitator of Audio and Video Ministry, maintains and updates a current inventory of all related sound equipment.
- In collaboration with Facilitator of Audio and Video Ministry, maintains a preventive maintenance schedule for all related sound equipment.
- Must be able to read printed materials and a computer screen.
- Must be able to communicate well in person and over the phone.
- Keeps a clean and organized work area.
- Contributes to team effort for a professional office environment and maintains good working relationship with parish and diocesan staff.
- Performs all duties in a professional and expedient manner.
- Attends semi-monthly A/V ministry meetings.
- Performs any other job-related tasks necessary for the smooth flow of operations within the parish.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Degree in Audio or Video Production or a related field desired.
- Must be able to skillfully operate sound or other audio related equipment and recruit and train others to do the same.
- Proficiency in the following computer programs: Pro Presenter, Garage Band, Professional DAWS such as Logic or ProTools and other audio editing programs.
- Proficiency in live sound and ability to record, edit and/or creatively assimilate audio files.
- Proficiency in digital soundboards which include; Allen & Heath DLive & GLD 80, Yamaha O1V, Sound Web, and AMX.
- Must possess strength, stamina and mobility to perform physical work and be able to lift up to 90 pounds or heavier with the use of proper equipment.
- Complete and maintain Diocesan Safe Environment Training as required by the Diocese.
- Must possess a valid Arizona driver’s license and own personal transportation.
- Employee is subject to diocesan and parish personnel policies prescribed for all personnel.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g, emergencies, changes in personnel, workload, rush jobs, technological developments, etc.).

The hiring of an employee does not create a contractual relationship between the employee and the employer, except those employees who have a valid, written individual employment contract, or Ministry Agreement signed by the proper hiring authority of the employer, for a specified, fixed term of employment. The employer-employee relationship is known technically as “employment at will” where either the employee or the employer can terminate the employment relationship at any time for any reason. This relationship implies no guaranteed or contractual obligation.

I understand that the duties described above are in direct relationship to my personal and professional growth in and understanding of Christian Disciples in Mission.

I, the undersigned employee, acknowledge that I have **received, read, understand and accept all of the requirements and responsibilities of this position.** I also understand that my job performance will be evaluated on all areas of the job description as written.

Employee: _____ Date: ___/___/___

Supervisor: _____ Date: ___/___/___

Pastor: _____ Date: ___/___/___