

## **JOB DESCRIPTION**

St. Patrick Catholic Community  
10815 North 84<sup>th</sup> Street  
Scottsdale, AZ 85260

**TITLE:** COORDINATOR OF AUDIO AND VIDEO MINISTRY

**POSITION REPORTS TO:** COORDINATOR OF COMMUNICATION AND SOCIAL MEDIA

**HOURS:** FULL TIME 40 HOURS EXEMPT

### **PURPOSE AND SCOPE:**

- Under the direct supervision of the Coordinator of Communication and Social Media, coordinates, facilitates, implements, and evaluates all audio/visual and video needs of the parish. Is responsible for creating a team of volunteer ministers to assist in the audio/visual needs of the parish. 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 major liturgies (Holy Days, Christmas, Holy Week, Easter, etc), and all Saturday and Sunday liturgies, and/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 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.
- Recruits, creates, and trains 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 during the week.
- Schedules, coordinates, and evaluates the team of A/V ministers (volunteers).
- Trains staff in basic use of audio visual equipment.
- Records podcasts and maintains podcast sites on parish website and Podbean.
- Works in collaboration with staff, recording podcasts that encompass all areas set up in Podbean.
- Promotes parish use of podcasts through the bulletin, website and weekly Community Connection, in collaboration with the Coordinator of Communication and Social Media and the bulletin editor.
- Facilitates the audio visual needs for parish events and special liturgies such as Holy Days, Holy Week, Easter, Christmas, Lessons & Carols, Home Field Advantage, and other needs as required.
- Coordinates and schedules all A/V needs for weddings & funerals.
- Works in collaboration with Coordinator of Communication and Social Media, the Director of Liturgy, and staff to produce weekly announcement videos.
- Coordinates and manages the video needs of the parish, including presentation projection, ProPresenter slides, etc. as needed.
- Works in collaboration with staff to ensure that all Powerpoint, Keynote, ProPresenter, etc. presentations are in the correct format and displaying properly.
- Creates and manages a team of photographers to capture life and history events of the parish on a regular basis.

- Works in collaboration with the Coordinator of Communications and Social Media to execute a social media plan, with special focus on sharing photos through Facebook & Instagram.
- Maintains and updates a current inventory of all related equipment.
- Maintains a preventive maintenance schedule for all related 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.
- Complete and maintain Diocesan Safe Environment Training as required by the Diocese.
- Ensures that all ministers (volunteers) are in compliance with Safe Environment Training.
- Contributes to team effort for a professional office environment and maintains good working relationship with parish and diocesan staff.
- Attend staff meetings and weekly staff prayer.
- Attends liturgy, music, and special event planning meetings when requested.
- Performs all duties in a professional and expedient manner.
- Performs any other job-related tasks necessary for the smooth flow of operations within the parish

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED JOB:**

- 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, Adobe Creative Cloud, LucidPress, PowerPoint 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 be able to use photo and video equipment (cameras, mics, lighting, etc) to record and edit video using professional programs (such as Final Cut or Adobe Creative Cloud) to be shown to parish and put on website.
- Basic knowledge of websites and user end development tools such as WordPress.
- Proficiency in social media platforms such as Facebook, Instagram, Twitter and more, understanding things like photo dimensions, media trends, etc..
- 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: \_\_\_/\_\_\_/\_\_\_