



Position Title: A/V Technician

Reports To: Worship Leader/Lead Pastor

Position Type: Part-Time/as needed

Position Summary: The A/V Technician is responsible for the setup, operation, troubleshooting, and teardown of all audio/visual and technology equipment used during the church's Sunday morning worship services.

Because the church meets in a middle school cafeteria rather than a permanent worship facility, this position plays an essential role in transforming a temporary space into a welcoming, functional, and technically excellent worship environment each week.

The A/V Technician will support the worship band, speakers, and congregation by ensuring that sound, microphones, presentation technology, video, lighting, and livestreaming systems are properly configured and operated. The position also oversees the church's Sunday morning livestream to YouTube and Facebook, helping those participating online experience the service clearly and reliably.

Essential Duties and Responsibilities

Sunday Setup

- Arrive at the designated setup time and assist with transforming the cafeteria into the Sunday worship environment (approximately 7 a.m.-12 p.m.)
- Unload, transport, set up, and organize all necessary A/V and technology equipment.
- Set up the worship band's complete audio system, including, but not limited to:
 - Mixing console
 - Speakers and monitors
 - Microphones and stands
 - Direct boxes
 - Instrument connections
 - Cables and cable management
 - In-ear monitors or other monitoring equipment, as applicable
- Connect and test all equipment before the start of rehearsal and worship.
- Set up microphones and audio equipment for pastors, speakers, announcements, and other participants.
- Set up presentation/display equipment, including projectors, screens, televisions, computers, clickers, and related technology.
- Set up cameras and video equipment used for recording and livestreaming.

- Set up and test the livestreaming system and internet connection.
- Confirm that the service is properly configured for streaming to YouTube and Facebook.
- Conduct sound checks and troubleshoot technical issues before the service begins.
- Coordinate with the Worship Leader, worship team, speakers, and other ministry leaders regarding service needs.

Live Sunday Morning Production

- Operate the audio system during worship services.
- Provide appropriate sound levels and a balanced mix for vocals, instruments, speaking, and other elements of the service.
- Monitor microphones, instruments, monitors, and other audio sources throughout the service.
- Operate or oversee video cameras and livestream production equipment.
- Monitor the livestream throughout the service to ensure that audio and video remain operational.
- Manage transitions between worship, announcements, preaching, videos, presentations, and other service elements.
- Operate presentation software and display systems as needed.
- Quickly identify and resolve technical issues during services while minimizing disruption to worship.
- Communicate clearly with the Worship Leader, worship team, and other service leaders regarding production needs or issues.
- Monitor the online viewing experience and address livestream issues when possible.

Teardown and Cleanup

- Safely power down all A/V equipment following each service.
- Disconnect, coil, label, and properly store cables.
- Tear down microphones, speakers, stands, monitors, cameras, computers, projectors, screens, and other equipment.
- Pack equipment securely for transportation and future use.
- Return the cafeteria and any other spaces used by the church to the condition required by the school.
- Ensure that no church equipment, cables, batteries, adapters, or personal items are left behind.
- Load equipment for transportation and assist with inventory as needed.
- Report damaged, missing, or malfunctioning equipment to the appropriate ministry leader.

Qualifications

Required Experience:

- Audio/visual production, live sound, livestreaming, or related technology.
- Ability to learn and operate audio, video, presentation, and streaming equipment.
- Ability to troubleshoot basic technical problems under time pressure.
- Dependable and punctual, particularly for early Sunday morning setup.
- Ability to work independently while also functioning effectively as part of a worship/production team.
- Ability to communicate clearly and remain calm when technical problems occur.
- Willingness to perform both setup and teardown duties.

Preferred Experience:

- Mixing live worship music and/or church worship production.
- Operating digital mixing consoles, cameras, video switchers, wireless microphone and in-ear monitor systems.
- Livestreaming to YouTube and Facebook, and work with livestream platforms such as OBS, ProPresenter, or similar systems.
- Basic understanding of audio signal flow, gain structure, EQ, monitors, and feedback prevention.

Personal and Ministry Expectations

The A/V Technician is an important part of the church's ministry team and is expected to:

- Support the church's mission, vision, and values.
- Demonstrate a servant's heart and willingness to assist wherever needed.
- Understand that A/V production is ultimately about helping people experience and participate in worship, both in person and online.
- Work respectfully with pastors, worship leaders, musicians, staff, and church members.
- Maintain confidentiality and professionalism regarding ministry activities.
- Be willing to learn new equipment, technology, and production techniques.
- Take ownership of responsibilities and communicate proactively when challenges arise.

Physical Requirements

The position requires the ability to:

- Lift and carry A/V equipment, potentially weighing up to approximately 50 pounds.
- Push and pull equipment cases and carts.
- Stand and walk for extended periods.
- Bend, kneel, reach, and work under tables or around stage equipment.
- Safely handle cables, speakers, stands, cameras, and other production equipment.
- Work in a fast-paced environment during setup and teardown.