

Anchorage Unitarian Universalist Fellowship
2824 E. 18th Avenue, Anchorage, AK 99508
www.anchorageuuf.org

Title: Audiovisual (AV) Coordinator

Classification: Part-time, averaging five hours per week, possibly more during the initial phase. Most work will occur on Sunday mornings, though some Sundays off are allowed if volunteer coverage is provided.

Compensation: \$19-\$21/hour based on skills and experience.

Organizational Relationship: Employed by the Board of Directors, supervised by the Minister.

Position Summary: In support of the mission and covenant of the Anchorage Unitarian Universalist Fellowship (AUUF), the Audiovisual Coordinator will work with the staff and lay leaders to manage the audiovisual technology for Sunday services and additional programming as needed. Sunday service management takes place onsite at AUUF.

Essential Duties and Responsibilities:

- Manage AUUF AV systems to meet the functional requirements for Sunday services and private events (see attached “functional needs list”).
- Organize AV volunteers to provide two-person teams at each Sunday service (can include AV Coord.). Be personally available for three Sundays per month.
- Recruit and train new volunteers to operate the AV equipment.
- Update and maintain the AV booth “User-guide.”
- Interface with minister, forum chair, presenters, performers staff, and lay leaders as needed to facilitate AV support.
- Attend at least one Worship Service and one Forum planning meeting per year.
- Coordinate, schedule, and conduct quarterly AV volunteer meetings.
- Troubleshoot sound and streaming problems during services.
- Coordinate the roll-out of the hearing assist system.
- Track and attend to all equipment software and firmware updates.
- Stay current with relevant software and streaming systems.
- Track AV equipment, maintain replacement and repair schedules, and make recommendations for equipment and software upgrades needed to meet AV functional needs (see attached “functional needs list”).
- Assist with the development of guidelines for private events and other issues of policy or practice as they occur.
- Serve as technical “Host” for Sunday service in person and online meetings, including all technical settings, transitions, and issues.
- Facilitate tech run-through on Sunday mornings before the services.

Minimum Qualifications:

- Two years' experience managing audiovisual equipment and conducting virtual meetings.
- Proficiency with current platform (Zoom).
- Experience and preference for working with a team; comfortable sharing knowledge and training others.

Core Competencies:

- Mission Ownership: Demonstrates understanding and full support of the mission and values of the congregation.
- Problem-Solving and Flexibility: Comfortable with fluid situations and works towards finding solutions for unanticipated disruptions or problems. Uses problems and “the unexpected” to effect continuous improvement.
- Communication: Identifies and uses appropriate methods of listening, communicating and soliciting information with congregants and staff.
- Interpersonal Relationships: Relates well to all kinds of people; builds appropriate rapport; engages people positively; is regarded as a team player.

Interested candidates should submit a cover letter, resume and pay requirements to Rev. Lise Adams Sherry at revlise@anchorageuuf.org. Please put “Audiovisual Coordinator” in the subject heading of the email.