

Audio Visual Coordinator
Job Description

Job Title:	Audio Visual Coordinator	Job Code:	MC510
FLSA:	Non-Exempt	Hours/Week:	40 hours/week
Incumbent:		Department:	Worship Arts
Revised:	August 1, 2024	Supervisor:	Director of Worship Arts

General Function

The Audio Visual (AV) Coordinator is responsible for meeting the AV (audio, video, lighting, multimedia, livestreaming, etc.) needs of Manchester UMC. They are a technical expert in AV design, implementation and troubleshooting. This person proactively partners with ministry stakeholders and other groups to identify and successfully serve their AV needs. They are also responsible for ensuring that all AV equipment of Manchester UMC is inventoried, maintained and secured. They create and update AV policies, procedures, and system documentation. They also develop and implement contingency and emergency plans in case of AV system failures.

This person is responsible to recruit, train, and develop volunteer teams that support the AV needs of the organization. This person stays informed of current and new AV platforms and trends, makes recommendations for new systems, upgrades, budget needs, and procedures to provide state of the art solutions. They also manage AV vendors.

This person is a non-anxious presence, an excellent communicator, and able to exercise good judgment in a variety of situations. They can coordinate efforts independently and successfully from conception to completion. This person must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner. This person will be a compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

Entry Requirements/Qualifications:

- 3+ years of professional experience in AV operations and troubleshooting
- Degree in audio/video engineering or equivalent professional experience a plus
- Knowledge of audio-visual software (e.g. Pro-presenter) and digital audio console (Midas M32) operations
- Experience supporting musicians, musical groups, and events a plus
- Must be able to climb, squat, stoop, kneel, crouch, bend, twist, reach, lift, grasp, push and pull on a frequent basis.

Primary Duties and Responsibilities:

Worship Services

- Partner with worship stakeholders to identify and document AV expectations
- Facilitate AV setup and support of Chapel worship services on Saturday afternoons
- Facilitate AV setup and support of modern worship services on Sunday mornings
- Facilitate AV setup and support of traditional worship services on Sunday mornings
- Facilitate AV setup and support of special worship services during the year
- Facilitate AV setup and support of modern worship rehearsals on Thursday nights
- Facilitate AV setup and support of weddings and funeral services during the year
- Facilitate the live streaming of designated worship services to social media
- Facilitate the recording and upload of sermons to social media

Events and Meetings

- Facilitate AV setup and support for designated events and meetings (onsite and offsite)
- Partner with stakeholders in advance to identify and document AV expectations
- Solicit stakeholder feedback during the process to ensure needs are met
- Train stakeholders as needed to ensure smooth operation of AV resources
- Test all AV equipment before event/activity to ensure functionality

Volunteer & User Management

- Recruit, train, and schedule volunteers to support the AV needs of the organization
- Develop procedure guides to help with the operation of frequently used AV equipment
- Train staff and other users on the operation of frequently used AV equipment

Planning and Maintenance

- Develop and manage the system for stakeholders to submit AV requests
- Develop a lifecycle tracking system to identify the anticipated end of life for key AV systems and components
- Define short-term and long-term AV needs and associated costs in order to recommend priorities to church leadership
- Identify, manage, perform, and document the routine maintenance and repair of all AV systems and components
- Communicate maintenance and repair plans, schedule, and impact to church stakeholders before and during the project
- Maintain all maintenance and repair records in an easily searchable system

Vendor/Contractor Management

- Develop lists of qualified and available AV vendors and contractors
- Solicit and award bids based on bidding best practices, documented project requirements, and approved funding.
- Ensure all projects are completed according to approved specifications, industry standards, established timelines, current safety procedures, and approved cost.
- Manage and secure approvals for any changes to project scope or cost.
- Facilitate payment and releases after documenting the successful project completion.
- Facilitate staff training as needed upon project completion.

Other

- Ensure AV workspaces and equipment are secure, organized, inventoried and labeled
- Protect and maintain confidentiality across all settings and forms of communications
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies, and vision to ensure alignment
- Facilitate the creation of occasional video communications
- Other duties as may be assigned by the Director of Worship Arts to support the ministry of Manchester UMC

Skills & Talents

- Must have a passion for Christian ministry as expressed by Manchester UMC
- Must have excellent verbal and written communication skills
- Must be collaborative, compassionate, creative, innovative, and solutions-oriented
- Must be able to work independently as well as in team environments
- Must possess strong time management skills and excellent organizational abilities
- Must be comfortable addressing and resolving conflict in a healthy way

Work Environment

- This person is expected to work 40 hours per week including weekends and evenings.
- Position is eligible for health benefits, employer retirement account contributions, paid holidays, vacation days, sick days, and continuing education
- Manchester UMC is an inclusive, large, historic, and vibrant United Methodist church located in West St. Louis County, Missouri. More information about the church can be found online at <http://www.manchesterumc.org/about>

Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

TO APPLY:

Interested applicants should email cover letter and resume to hr@manchesterumc.org. No phone calls please.