

## **Position Description**

February 2024

### **Job Title:** Audio/Visual Manager

Hours: 15/week, including most Sunday mornings, midweek meetings with the worship team 3 times a month, monthly tech rehearsals with the house band, and an occasional weekday evening.

Reports to: Associate Minister

Supervises: Worship Tech Volunteers

Collaborates with: Facilities Manager, IT Manager, Music Director

Compensation: \$30/hour

**Job Summary:** The Audio/Visual Manager oversees the church campus A/V systems and the volunteer A/V team. This includes training and supervising our volunteer A/V crew as well as our paid facility hosts, ensuring high quality audio and video support for live music in our in-person worship, our livestream on Zoom, and A/V for other events at the church. Ideally, the A/V Manager is preparing the A/V volunteers to provide competent tech support during services and stepping in themselves when the services require more technical expertise. The ideal candidate is a collaborative leader and good communicator who enjoys being part of a multidisciplinary team.

In addition, the A/V Manager works with the Worship Team (the Ministers and the Music Director) to prepare for each Sunday service, ensuring that the A/V volunteers are prepared to meet the specific tech needs of the day. The A/V Manager will provide hands-on support when higher-level A/V skills are required, such as the Sundays when the house band is performing.

Worship services are each Sunday at 9 am and 11 am. Occasional other services, such as memorial services and special holiday services or rituals, round out our church's offerings.

### **Duties and Responsibilities:**

1. Technical production of worship, and other church services. Includes:
  - a. Serves as technical lead for services;
  - b. Ensures livestream feed to zoom works properly;
  - c. Occasionally supervises the use of sanctuary projectors during services;
  - d. Suggests and implements technical improvements for services;
  - e. Troubleshoots and resolves technical issues;
  - f. Researches and suggests new technology as appropriate;
  - g. Uploads recordings of our services to our video channel on Vimeo and our podcast channel;
  - h. Reviews the Order of Service for each Sunday; and

- i. Attends the Worship Team meetings which happen 3 times a month on Tuesdays at 2:30 pm MT.
2. Training and Supervision of A/V volunteers
  - a. Manages volunteers working as A/V in booth, zoom DJs, and other tech support people, including recruiting, training, and thanking volunteers; and
  - b. Ensures tech volunteer calendar is maintained and that volunteers are scheduled weeks in advance as well as finding subs as needed.
3. Other Tasks:
  - a. Participates as member of First Unitarian staff team, attending monthly all-staff meetings and twice-yearly staff retreats.

### **Skills:**

Production Sensibility: understands the role camera positioning, sound mixing, transitions have in audience experience. Helps create a moving worship experience for congregants.

Technical savvy: skilled with Zoom, video production software and hardware, converting other video formats to MP4, familiarity with both Mac and PC operating systems, video projectors, and sound production.

Leadership: Able to effectively lead a team of tech volunteers. Can recruit new volunteers as needed with the support of the Ministers and Music Directors

Curiosity: Seeks new technologies and innovation to improve the worship experience.

Grounded in UU Values: Supports the church mission and UU principles.

Committed to Anti-racism and Anti-oppression: Supports diversity (including but not limited to religious, ethnic, racial, ability, gender identity, and sexual orientation). Personal commitment to ongoing learning in these areas.

To see our mission: <http://uuabq.com/mission/>

For more on UU principles: <https://www.uua.org/beliefs/what-we-believe/principles>

***Education and/or experience in theater, television, and/or digital media preferred. Church experience (inside or outside First Unitarian) a plus.***

This is a family-friendly workplace. See First Unitarian's Personnel Policy Manual for additional benefits and information: <http://uuabq.com/wp-content/uploads/2019/03/2019-Personnel-Policy-Manual.pdf>.

To apply, send a resume and cover letter to the Rev. Bob LaVallee at [blavallee@uuabq.org](mailto:blavallee@uuabq.org). No calls please. Applications will be considered as they are received until the position is filled. You are encouraged to apply as soon as possible.

*First Unitarian is an equal opportunity employer.*