

**Saxe Gotha Presbyterian Church
AV Technician
Job Description**

Position reports to: Director of AV

Permanent Part-time Hourly

Currently fill by:

Last updated: 08/25/20

Purpose:

To provide Audio Visual support for our worship services and other church sponsored events.

Duties and Responsibilities:

Assist the AV Staff in providing quality sound, video, lighting and graphics support for all church services and special events, including attendance at most of those events. The applicant must have a working knowledge of graphics presentation programs (PowerPoint and ProPresenter) and video camera maintenance and operation. Experience with video editing (Adobe Premiere Pro) and graphics design and production (Adobe Photoshop and Lightroom) are a plus.

Accountability:

Accountable to the Senior Pastor, Director of AV, and the Director of Worship Arts.

Personal Qualifications:

1. Growing and flourishing as a disciple of Jesus Christ.
2. Possesses relational skills needed to connect effectively with coworkers, members of the congregation and the outside community.
3. Upbeat, energetic and enthusiastic.
4. Adheres to healthy boundaries in all areas of life including those between ministry and personal life.
5. Able to be discreet and professional when confidential materials and issues are handled by this office.
6. Physically capable of managing stress and engaging in sustained activity.

Professional Qualifications:

1. Possess an associate degree or equivalent relevant experience
2. Clean background check and drug screen
3. Exceptional organizational skills
4. Ability to multitask and interact with both members of the church and the community
5. Clear written and verbal communication skills
6. Ability to manage computer related needs requiring experience in but not limited to Word, Excel, Google Docs, ACS, and Planning Center
7. Experience preferred

General Statement:

Must conduct himself/herself in an appropriate Christian manner that reflects well upon the church, its leaders, and its members and must be appropriate in behavior, dress, and attitude.

Work Schedule:

Part-time (hourly). A flexible schedule normally working 6 hours per week not to exceed 20 hours per week.

Travel Requirements:

This position occasionally works at a venue outside of the Church, so a small amount of overnight travel may be required. A valid SC drivers' license is required.