

Job Title:	A/V Technical Production Lead	Job Category:	Media/Technology
Department/Group:	A/V (Music Ministry)	Job Code/ Req#:	n/a
Location:	Huntsville, AL	Travel Required:	n/a
Level/Salary Range:	\$25 Hourly	Position Type:	Part-time (15-20 hours/week)

Job Description

JOB SUMMARY:

The primary responsibility of the Technical Production Lead is to provide technical expertise and team leadership for PUMBC's sound, media, video, and lighting. The Technical Production Lead is also responsible for Audio/Visual (A/V) technical and creative development, production, and training related to the live and online streaming, pre and post production for all the A/V needs of Progressive Union Missionary Baptist Church (PUMBC).

The Technical Production Lead ensures that the A/V ministries continue to grow in effectiveness and quality of excellence in alignment with the church's vision, mission, core values, and strategic objectives.

ROLE AND RESPONSIBILITIES:

Support technical A/V production for worship services and seasonal events. This part-time staff member will be the lead or primary A/V Operator responsible for worship services; collaborating with or directing the team/individuals responsible for the A/V needs of PUMBC. The specifics of this responsibility include but aren't limited to:

- Setting up Front of House sound equipment to amplify the music and speaking during worship service and seasonal events
- Setting up and operating the audio mix of music and speakers
- Collaborating with or directing the team/individuals responsible for the video feed of the service
- Loading and operating (or directing an individual responsible for operating) multimedia presentations related to sermon, song lyrics, and service announcements
- Provide technical support for hosted outside events, weddings, and funerals
- Assist in the recruitment, training, mentoring, and scheduling of volunteers in support of the production of and execution of services and special events
- Help create content for social platforms and the PUMBC website
- Perform additional duties and projects as assigned by supervisor
- Support and advise other ministry areas as requested

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Follower of Christ who relies on His wisdom and strength in fulfilling the call to serve in this position.
- Must exemplify Christ-like character with ability to teach, model and oversee A/V direction in the church.
- Training in modern A/V technology.
- Minimum of two years' experience in A/V and technical leadership.
- Demonstrated A/V excellence. Including pre/post production for creative content and online streaming services.
- Capable of equipping and developing volunteers and leaders to successfully execute ministry objectives.
- Ability to help plan and organize service design and execution with the Pastor.
- Skilled in interpersonal, written and oral communication.
- Experience with video production. Including operation of cameras and editing (Mac video editing software).
- Experience working with musicians.

PREFERRED SKILLS

- Working knowledge of Audio mixing boards, Pro Presenter, Black Magic ATEM Software Control, Apple Final Cut Pro, BoxCast and MS PowerPoint (preferred).

ADDITIONAL NOTES

PUMBC is looking for a Christ-follower who has a love for the Church, a commitment to Scripture, and whose life exemplifies the fruit of the Spirit. This person will be a team player who is willing to collaborate and fill the gaps as necessary on a multi-person team that is fluid in its operation. While technical experience is required to be qualified for the position, we are looking to hire someone who wants to operate within a team; a servant-leader who is willing to teach as well as learn, and to be flexible and

adaptable. Attention to detail, responsiveness to communication, collegiality toward tech team members and worship staff members, and an easy-going personality are desirable traits.

Reviewed By:	DOO -Askew	Date:	16 March
Approved By:	Personnel - Marion	Date:	31 March
Last Updated By:	Deacon Morris	Date/Time:	31 March