

Mount Pisgah Church

POSITION DESCRIPTION

POSITION TITLE:	Audio Visual Producer	EXEMPTION STATUS:	Full time Non-Exempt
JOB FAMILY:	Technical Ministries	JOB LEVEL:	9
GENERAL POSITION SUMMARY:	To support the mission of Mount Pisgah by providing expert media production support.	<u>POSITION RELATIONSHIPS SUPERVISES: (TITLES)</u>	Technical Contractors Volunteers
		SUPERVISED BY: (TITLE)	Technical Director

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the Church.
- While performing any procedure, all associates and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate Church operating procedures, benefit rules, employment, and safety policies/practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage & maintain all Audio & Lighting for Sanctuary and Sunday worship
- Operate & ensure coverage of FOH, Broadcast & Monitors audio for services
- Responsible for Creative Set Design to enhance Worship experience.
- Responsible for Audio/ Lighting/ Patching/ Stage configuration.
- Manage Volunteers & Contractors for Audio and Lighting (Planning Center Online)
- Involve with Volunteer training and recruitment.
- Responsible for Audio Recording and mix-downs for all Audio Projects.
- Produce & Send all Podcasts
- Edit all audio for video
- Provide support on team projects. Sometimes to include video production
- Participate in weekly meeting with worship staff to provide for the technical needs of all aspects of worship.
- Participate in regular creative worship planning sessions involving worship team.
- Work closely with and support the Worship Arts Team.
- Set up and operate A/V systems on North Campus, as needed
- Assist in maintaining and troubleshooting A/V systems to ensure smooth operations.
- Assist with special events, concerts and programs as directed by the Technical Director.
- Responsible to ensure ongoing improvements are being designed and acted on. Areas of improvement will include procedures, equipment to allow the church to achieve its goals, and proper preparations for the areas the technical department supports.
- Involve with special projects as needed to include system design, installation, implementation and extra curricular events (i.e. offsite technical support service for ministries or other clients).
- Responsible to identify to Technical Director any areas of risk that will affect the technical ministries mission to provide excellence in service to Lord and God.

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ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the Church's mission and adversely impact attainment of the Church's goals. Incumbent operates independently but results are monitored by the PPR Committee. Content of work priorities are largely self determined.

COMMUNICATIONS/CUSTOMER CONTACT

Contacts are across the entire Church community and in a leadership capacity. Community contact is a critical component of success in developing good will and interest in the word of God.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- High School Diploma
- 2 years experience in production (audio, visual and theatrical lights)

Knowledge, Skills and Abilities

- Extensive knowledge of audio reinforcement systems
- Knowledge of Yamaha Audio Consoles (CL5, QL5, TF5, 01v96)
- Knowledge of DANTE networking
- Knowledge of Jands Vista Lighting consoles.
- Knowledge of ProPresenter
- Knowledge of Planning Center Online
- Knowledge Microsoft 365
- Proficient use of Mac OS
- Must have a servant's heart
- Excellent communication and interpersonal skills

Equipment and Applications

- Computers and peripheral equipment
- Designated software applications
- Telephones, copiers and other office equipment

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JOB CONDITIONS: (SEE EXAMPLES BELOW)

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the associate is:

- Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear
- Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 30 pounds
- While performing the duties of this job, the associate may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus
- The noise level in the work environment is usually low

ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

____/____/____
DATE

APPROVED BY SUPERVISOR

APPROVED HUMAN RESOURCES

DATE CREATED/UPDATED: (01/04/2024)

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