

Audio-Visual Coordinator (AVC)

Position Description

(June 2019)

Overall Responsibility and Scope

The Audio-Visual Coordinator (AVC) is responsible for managing the sound and display needs at Grace church and school. In addition to managing the day-to-day needs, the AVC is responsible for the acquisition and installation of new devices and services in partnership with various organizational stakeholders. The AVC is the primary person responsible for event audio-visual setup (e.g., microphones, sound boards, TVs, projectors, recording devices), and is encouraged to explain the setup procedures to help make users more self-sufficient.

The AVC can consult with the Technology Coordinator when set-up involves computer hardware, software or the use of the computer wired and wireless network.

This is a year-round, part-time position, currently envisioned to average two hours Monday-Friday and four hours on Sunday morning or other special services. The number and timing of the hours may vary during the school year and during holiday periods.

Audio-Visual Description

Grace's audio-visual equipment consists of smart TVs, DVD players, electronic white boards, microphones, projectors, video cameras, speakers, sound and video system components, impaired hearing devices and the associated cables, interface devices and wiring.

Necessary Personal Traits

- Concern for quality
- Patience and aptitude for resolving problems
- Satisfaction in helping and teaching others
- Comfort and resourcefulness researching solutions using the internet and vendors
- Pleasant personality
- Good organizational and communication skills

Skills and Capabilities

- An interest in audio and video capabilities, and basic familiarity and working knowledge of audio-visual equipment
- Ability to describe issues to vendors and follow the vendors' instructions for resolving issues

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Specific Duties

The AVC's typical tasks include:

- Setting up teacher classroom and larger presentations
- Setting up church presentations, for example adult education classes
- Recording church services and other church events
- Recording school presentations, for example the musical
- Resolving audio-visual issues staff run into
- Identifying audio-visual capability deficiencies
- Training staff in the set-up and use of audio and visual equipment
- Repairing (minor) defective equipment or contacting vendors
- Acquiring and installing new audio-visual equipment
- Keeping inventory records of audio-visual equipment and their locations
- Monitoring audio-visual equipment news and making upgrade recommendations
- Assisting in preparing the annual audio-visual equipment budget
- Assisting with identifying the best suppliers and ordering equipment
- Conducting training sessions

Organizational

The AVC supports all church and school staff and is supervised by the Director of Administration and Finance