

**MILLS RIVER UNITED METHODIST CHURCH
137 OLD TURNPIKE ROAD, MILLS RIVER, NC**

POSITION TITLE: Director of Audio Visual Technology

REPORTS TO: Sr. Pastor

STATUS: Part-Time (8-10 hours/week), hourly

Primary Purpose:

Working with the pastors, the Director of Music and other worship leaders, this staff person assists in implementing meaningful worship services each week through the use of audio/visual technology. In addition, this staff person is available for the rehearsals of the modern worship team on Sunday mornings and the Chancel Choir on Wednesday evenings.

Essential Duties:

- have equipment (microphones, screens, computer) ready and in working order by 7am on Sunday morning
- oversee the upkeep of the equipment, making certain that all equipment is in working order for rehearsals and worship services
- be present for worship team rehearsals (Sunday mornings from 7-8:30 am) and chancel choir rehearsals (Wednesday evenings from 6:30-8pm) each week and work with Directors to ensure excellence in sound and visual aids
- help set up and tear down stage between services
- Oversee the audio-visual needs for the entire Sunday morning schedule including rehearsals (7am-12:30pm)
- recruit able volunteers to assist the Director of A/V in the implementation of sound and visual aids on Sunday mornings.
- Be available for occasional contemporary worship team special rehearsals on Tuesday evenings to be scheduled in advance
- provide direction for A/V during special services
- anticipate future needs for equipment and communicate those to Director of Music

Administrative Duties:

- notify Church Administrator when there are equipment repair needs
- notify Church Administrator what supplies need to be ordered
- ensure that all equipment is safely stored and protected week to week

Qualifications:

- a strong understanding of and comfort with A/V equipment
- computer skills

- familiarity with worship computer programs

Experience:

- at least two years of experience in working in and directing the A/V work of a church and its worship services and other ministries

Other Requirements

- attend annual Safe Sanctuary training
- annual participation in one continuing education experience to improve skills and understanding of doing the work of a Director of A/V
- attend staff planning retreat 1-2 times per year
- other duties as assigned by supervisor