

Audio/Visual Specialist

Alpharetta Presbyterian Church, Alpharetta Georgia

Hours and Duration:

This is 20-25 hour per month position. Unpaid vacation and time off may be taken as approved by the Office/Finance Manager.

Supervision:

This position is supervised by, and reports to, the Office/Finance Manager.

Responsibilities:

1. Run and troubleshoot A/V for all worship services or arrange for a qualified and trained volunteer sound operator.
2. Create and maintain inventory of all church A/V equipment and work with church committees (Communications, Fellowship, Christian Education, Spiritual Growth, Property, Worship) to provide for needed maintenance and replacement parts, recommending upgrades as needed.
3. Attend monthly (calendar) staff meetings, as needed.
4. Train all church A/V volunteers/users.
5. Assure that excellent A/V and lighting services are provided (as scheduled) for church events and worship.
6. In coordination with the office, schedule needed A/V services for outside group events held at the church such as recitals, banquets, camps.
7. Develop a "user manual" for A/V equipment and revise as needed.
8. Other duties as assigned.

Characteristics and Qualifications:

1. We seek a person who is knowledgeable and experienced with a variety of A/V systems including computer interfaces and digital audio.
2. The A/V Specialist must be dependable, friendly, professional, exhibit a positive attitude and have good people and organizational skills.
3. Successful completion of a criminal records/child abuse background check is required.