

First Presbyterian Church San Anselmo
Worship AV/Technology Coordinator
Job and Responsibilities

The Worship AV/Technology Coordinator is responsible for the upkeep, implementation, and volunteer support for the audio/visual and worship-technology systems of the church, focused primarily on the church's Sunday Hybrid Worship Service and other hybrid experiences. This person will work as part of a collaborative worship team (inclusive of staff and volunteers), and will report to Rev. Scott Clark, Pastor and Head of Staff.

Critical Tasks

You will be responsible for

- maintaining and administering the church's worship-technology systems
- maintaining the sound system and collating and updating documentation that reflects the current technology set up
- serving as Zoom host for hybrid worship
- participating in and supporting worship planning and practice
- recruiting, training, and supporting our volunteer Audio/Visual and Zoom Teams
- supporting and equipping volunteers for other hybrid experiences
- inventorying, tracking, and maintaining current and future audio and video equipment throughout the church campus.

Working with the Pastor and Church Staff, you will be responsible for the set-up of all microphones, cameras, zoom interface, and other audio/visual and technology needs as needed. During worship, you and/or an A/V volunteer will be responsible for operating the sound system, projector system and presentation, and Zoom platform, particularly in the Zoom Host role, and for supporting Sunday Seminars that directlyThe coordinator will recruit and coordinate volunteers, inclusive of both our in-person and online communities.

Zoom Host: You will be the primary Hybrid Worship Zoom host. You must have an understanding of Zoom culture and architecture. You should be able to smoothly and calmly toggle between full-screen sharing and regular view; start, add, and end multiple spotlights; and run and edit polls.

Commitments and Qualifications

- You have demonstrated experience and knowledge of the technologies used in our worship experience, and specifically Zoom and streaming technologies
- You have demonstrated experience and knowledge of large-space sound systems.
- You have experience using most, if not all of the following: Zoom, sound board, Microsoft Office and Google Suite (particularly their presentation programs, e.g. PowerPoint and Google Slides); familiarity with social media platforms helpful, but not required.
- You will be responsible for supervising and supporting the Audio Visual volunteer team.
- You collaborate well with staff colleagues, congregational volunteers, and community partners.

- You run with projects and take initiative, but are also willing to seek help when needed.
- You are able to graciously problem solve with clear communication and hospitality.
- You want to work in a community that embraces LGBTQIA+ inclusion, antiracism, and gender equity, and that works to build a world that reflects these values.

This position will require up to 12 hours per week including Sundays (from approximately 9am to 12:30pm), and includes two weeks paid vacation. This position is compensated at \$20 per hour.

This position is directly supervised by the pastor/head of staff and will be evaluated at the end of six months.

To apply, send resume and cover letter to mail@togetherweserve.org

 **Job Description Worship AV Tech Coordinator DRAFT**