



### **MISSION STATEMENT**

The mission of St. John's Lutheran Church is to create disciples of Jesus Christ who;  
**CONNECT** to God, **GROW** together, and **SHARE** Christ

**POSITION TITLE:** WEEKEND AND SPECIAL EVENTS AUDIO-VISUAL ASSOCIATE

**REPORTS TO:** DIRECTOR OF AUDIO-VISUAL

**FLSA STATUS:** NON-EXEMPT; PART-TIME (LESS THAN 20 HRS/WEEK)

**DEPARTMENT:** STRATEGIC SERVICES/AUDIO VISUAL

**SUMMARY:** The Weekend and Special Events Audio-Visual Associate organizes, coordinates, and implements audio and video systems for church and school events. Exemplifies the Christian philosophy of St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

### **POSITION ESSENTIAL RESPONSIBILITIES:**

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to employees and those being served.
- Sets up and assists with creating a quality audio mix for the congregation/audience who will view performances by soloists, choirs, and the spoken word.
- Monitors and operates the appropriate corresponding microphone to the activity being performed at the appropriate time during performances or worship services.
- Adjusts sound levels to create an enjoyable environment for the congregation/audience.
- Provides a seamless feed of slides which will be projected onto the screen using ProPresenter software during the event or worship services for the enjoyment of the congregation/audience during the event.
- Performs related duties as assigned by supervisor.

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- High School degree OR equivalent.
- Must have 6-12 months experience working or volunteering in an Audio-Visual capacity.
- **Intermediate Core Knowledge** of soundboard operation, computers, video cameras and stage lighting systems.
- **Intermediate Language Skills** (written, verbal) – Ability to communicate clearly and effectively using verbal and written means.
- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to troubleshoot problems involving Audio/Visual matters and achieve resolutions.
- **Intermediate Organizational Skills** – Ability to work with appropriate pace and urgency.
- **Basic Computer Skills** – Basic skills using Microsoft Office software, and other custom software utilized by the organization, such as ProPresenter. Ability to use internet-based applications and other industry – specific software.
- **Certification / License Requirements** – CPR and first aid certified.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching and crawling
- Regularly lifts up to 50lbs
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: