



St. John Missionary Baptist Church
900 N. Seacrest Blvd
Boynton Beach, FL 33435

POSITION TITLE: Audio Visual Assistant
REPORTS TO: Director of Technology
STATUS: Exempt
HOURS: 10 - 15 Hours per week
BENEFITS Paid Time Off (PTO)

SUMMARY OF POSITION

St John Missionary Baptist Church is seeking a dedicated Audio-Visual Assistant with the ability to coordinate a small team of volunteer technicians and to step into the hands-on technical role when necessary. The Audio-Visual Assistant will also assist the Director of Technology in helping the Pastor and Board of Trustees shape the future trajectory of St John's virtual presence, including the Sunday worship experience, frequent small-group engagements throughout the week, and the creation of new methods of joining in community, facilitated by technology.

Essential Job Function:

Equip and empower volunteers toward technical proficiency in our church facility.

The Audio-Visual assistant will assist the Director of Technology in leading volunteer tech teams in producing weekly worship services of the highest quality. This includes audio, video, and lighting for sanctuary and recording/streaming for online distribution. This person will continue to develop and maintain an online ministry which also includes coordinating with volunteers managing the church website and social media accounts.

The Audio-Visual assistant will assist in managing the upkeep and operation of the broadcast video system and advise on enhancements to the system.

WORKS WITH: Director of Technology, Ministry team, Director of Music, and Board of Trustees

SUPERVISES: Volunteer staff

WORKING SCHEDULE: Part time (15 hours a week)

Duties and Responsibilities:

- Serve as the primary assistant to audio, video, and streaming director for weekend services, including attending and rehearsals, training and instructing volunteer technicians, and attending pre-service meetings
- Lead the special event, funeral, and wedding production (and/or teams) as needed
- Maintain and monitor the condition of all production equipment (audio, lighting, stage, video, rigging) and arrange repairs as needed: Organize and maintain a clean, safe, and functional use of space; Keep up to date with developments in the audio, video, and lighting (A/V/L) industries; Suggest improvements to the A/V/L systems in our facility



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- Be a contributing member for all weekend service planning and evaluation meetings
- In collaboration with the Director of Music, makes the music, projected word and the spoken word the best quality it can be for all services
- Records sermon podcasts
- Assist in managing post-production editing and archival of recorded services and events.
- Post and comment under St. John's social media platforms and maintaining online presence.

Knowledge, Skills and Abilities Required:

- Possess a technically inclined and detail-oriented mindset
- Has successfully led an audio, visual, and lighting team for services or events
- Previous hands-on experience with video, lighting, and camera systems
- Possess a working knowledge of stage management
- Proficient with Zoom meeting platform
- Proficient with pan/tilt/zoom camera operation
- Proficient with Facebook, Twitter, Instagram, including streaming capabilities of each
- Proficient with Windows 10 and PowerPoint

Job Type: Part-time

Pay: \$TBA

Benefits:

- Flexible Schedule

Schedule:

- On Call
- Weekends

Experience:

- A/V Tech: 1 year (Preferred)

Working Days:

- Sunday (Required)
- Saturday (Preferred)