



MapleRidge Church

Position Description

Position Title: Audio Visual Coordinator – Part time (10-15 hours)

Last Revised: June 18th, 2021

Reports to: Minister of Worship

JOB DESCRIPTION: Provide audio/visual support to worship events at MRC in a manner that enhances the worship experience and minimizes awareness of the technology itself. Working in coordination with the Minister of Worship the A/V Coordinator will participate in planning, set-up, operation, and maintenance of audio, video, and lighting equipment for worship services and special events.

PRIMARY RESPONSIBILITIES

1. Oversees all aspects of audio, visual and lighting for worship services at MRC
 - a. **Live sound:** Consistently ensures a quality live mix is achieved during Sunday morning worship services and evening rehearsals. Adjusts for specific audio needs of each song/speaker. Makes adjustments to monitors, mixing board /mix and house speaker levels as needed. Records audio as needed.
 - b. **Visuals:** Assists in creating Slides in ProPresenter and oversees volunteers operating slides. Assists with adding videos/visuals into the presentation as needed. Operates visual systems (hallway TV feeds, projector, overflow monitors) and oversees maintenance.
 - c. **Lighting:** Cues various lighting needs as directed by worship leaders. Works with volunteers to accomplish lighting goals.
 - d. **Live Stream:** Works towards increasing the quality of our worship experience for on-line platforms. Utilizing streaming platforms, audio mixing, and visual enhancement (video and text overlay) to engage others and put our best efforts forward.
2. Ensures all technical equipment is set up optimally for rehearsals and services.
3. Maintains systems: responsible for equipment upgrades and scheduling of repairs.
4. Recruits and trains volunteers.
5. Uses evening rehearsal time to prepare for Sunday worship and train new volunteers.
6. Interfaces with Minister of Worship/pastors and Planning Center Online (PCO) (online worship planning software) for full preparedness.
7. Is accountable to the Minister of Worship Sunday mornings and during special services.

SPIRITUAL QUALIFICATIONS

1. Must have a personal relationship and be a committed follower of Jesus Christ.
2. Must agree with the doctrinal statement and support the policies of MapleRidge Church.
3. Must regard the Bible as the authoritative guide for life and faith.

TECHNICAL QUALIFICATIONS

Hard Skills

1. Is trained as a sound technician with proficiency (or demonstrates potential proficiency) in running live sound.
2. Has an ear for music. Our services include a range of musical styles, with each service bringing its own needs and requirements. Great ear for pitch and blend is expected to achieve a high-quality mix for different genres.
3. Understands, cabling, mics, room acoustics, in-ear monitoring systems (future upgrade)
4. Has working knowledge of various mixing boards (prior proficiency with Behringer X32 preferred), sound systems, digital programming, digital technology, projection.
5. Knows or shows aptitude for advanced learning of ProPresenter, Powerpoint, PCO and other programs determined to be relevant to worship.
6. Knows how to record and edit files
7. Knows how to or is willing to learn how to operate video and lighting equipment. Camera skills and video editing experience preferred.

Soft Skills

1. Sees role as a ministry leader with a heart for worshipping God.
2. Has a strong passion to support the worship ministry of MRC.
3. Has strong communication and leadership skills.
4. Is willing to learn from and teach others.
5. A team player who is always willing to help the MRC staff and church body.
6. Continually seeks improvement.
7. Welcomes constructive input.