

## UUCM Audio-Visual Coordinator

Title: AV Coordinator

Reports to: Office Administrator

FLSA Status: Part time, 6 to 10 hrs. per week. Non-exempt

UUA Status: Support

Date created: July 1, 2025

### AV Coordinator Position Description:

Under the supervision of the Office Administrator, the AV Coordinator serves as the production lead for weekly Sunday services (including pre and post-production) and primary point of contact for all Sunday service or event related technology needs. The AV Coordinator works closely with volunteers to carry out AV support for Sunday services and additional occasional church events.

### Principle Responsibilities:

- Provide support for live Sunday services including AV set up, Zoom streaming, soundboard operation, video editing and posting of the service video to UUCM's YouTube channel.
- Manage, recruit and mentor/train an active AV team of volunteers to ensure the required AV operators are present to setup and monitor the AV functions during Sunday services or events and safely secure the equipment afterwards.
- Set up all equipment prior to event or service, test Zoom, mics and cameras. Be familiar with the Order of Service and participate in a run-through prior to each event.
- Take direction from the event leaders and major participants in order to provide support for their presentations. Monitor Zoom chat during services for helpful feedback from on-line attendees. Be prepared to address AV challenges as they arise.
- Maintain equipment in proper working condition and provide for the safe and secure storage of all AV equipment.
- Assist supervisor in developing policies and procedures regarding maintenance, use, and purchase of AV equipment.
- Evaluate, recommend and implement both hardware and software solutions to enhance the effectiveness of our programs.

### Core Competencies:

***Organization and Planning:*** Organizes people, materials, and support to accomplish goals and activities.

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***Interpersonal Skills:*** Establishes good working relationships with others who are essential to the completion of work; works well with people at all levels of the congregation.

***Volunteer Management:*** Provides clear direction and boundaries for the work being undertaken; gains commitment, facilitates change (when needed), and achieves results through the efficient, creative, and responsible deployment of volunteers.

***Trust and Integrity:*** Is widely trusted to keep confidences, admit errors, and adhere to a transparent set of personal and professional values that are congruent with the ministry of the congregation

***Conflict Management:*** Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity.

***Values:*** Abides by the UUCM Covenant of Right Relations in interactions with UUCM Members, Friends, Visitors, subcontractors, and vendors.

### Qualifications:

1. At least 18 years of age
2. Able to pass a background check
3. General knowledge of AV equipment and operation, including Zoom hosting and video editing (iMovie) and compression
4. Proficiency with Microsoft OneDrive, Power Point, Google Workspace, and managing a YouTube channel
5. Organized, responsive, able to prioritize
6. Good oral communication skills

### Physical requirements:

While the job is adaptable for most abilities, the employee must be able to hear verbal discussion and communicate clearly and articulately. Must be able to see and read a screen and also see a presenter who may be 25 feet away.

This job will take place outside of regular business hours, with a regular Sunday morning schedule and possible occasional evenings or Saturdays. Some hours may be worked remotely.

### Experience:

- Experience working in close collaboration with others
- Experience serving as a Zoom host and/or camera operator for live-streamed events

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- Experience as soundboard operator or with setting up wired and wireless microphones, including lavalier mics
- Experience in basic video editing and compression.

We are committed to developing a diverse and talented staff team. If you are excited about this role, but unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

### Education:

There are no minimum educational requirements for this position

### Reporting Relationships/Authority:

1. Works under the direction of the Office Administrator, Minister and the Board President while Minister is absent.
2. The AV Lead works closely with the AV Team volunteers and worship leaders.