

Valley Community Baptist Church – Job Description

Position Title Audio-Visual Production Assistant

Purpose of Position The Audio-Visual Production Assistant works in a live broadcast environment that involves volunteers to operate PTZ cameras, video switcher, computer graphics, audio, and video recording and streaming devices. The assistant's main roles are to record video, colorize and edit video, oversee and/or operate the room to broadcast live content in the Sanctuary, and simultaneously record content for livestream and archival purposes. This is a part-time position.

Candidate Attributes & Qualifications To be effective, a successful candidate will be a growing, committed disciple of Jesus Christ who is Evangelical and Baptistic in convictions and possesses many of the following core gifts or passions:

1. Fully ascribes to Valley's *Affirmations of Faith*.
 2. Must have a basic understanding of audio (consoles, DAWs), computer worship programs, video (cameras, editing, etc.), lighting (fixtures, bulbs, etc.), and projectors.
 3. Must be able to work Saturdays from 2-6:30 p.m., Sundays 7 a.m.-1 p.m., and Monday and Tuesday evenings.
 4. Must be able and willing to learn new equipment.
-

Key Working Relationships

1. Reports to the Director of Worship Arts.
2. Works closely with and takes direction from the Director of Media Technology & Production.
3. Functions as a member of the ministry team responsible for leading worship at Valley Avon.
4. Leads and supports volunteers within the Worship Arts Ministry.

Continued on next page

**Ministry
Responsibilities**

1. Support and advance Valley's vision in unity with the staff and lay leadership.
2. Assist in the organization and preparation of Pro Presenter presentations, songs, sermons, announcements, and pre-produced videos for all worship services.
3. Adapt sermon slides to on-screen lower-thirds, left/right side overlays, and other creative methods of presenting text on IMAG shots.
4. Modify the current sermon series graphics into chroma keyed on-screen graphics and two-line lyrics for songs.
5. Check all Pro Presenter worship service presentations, edit as necessary, and synchronize Pro Presenter to all presentation computers.
6. Power-up cameras and video equipment in the production room and shut down the necessary equipment after an event or rehearsal.
7. Check that the stage is set and clear the shots to avoid interference with camera angles.
8. Operate equipment in the absence of volunteers.
9. Assist the Director of Media Technology & Production with recruiting, training, and leading volunteers for all production events.
10. Help with all new equipment installs.
11. Film and edit videos as needed.
12. Act as Producer in the worship services and events.
13. Other duties as assigned by the Director of Media and Technology.

Exempt: No
Status: PT (25 hours/week)
Date: May 1, 2021