



Valley Community Baptist Church Job Description

Audio-Visual Production Assistant

Ministry Division: Worship Arts

Purpose: 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 and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith as contained in the church Constitution.

The candidate should possess many of the following core gifts, passions, and qualifications:

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

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

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.

Other Details and Important Information

Exempt: No.

Status: Part-time (up to 25 hours per week)

Date: August 22, 2022

Posted by: Worship Arts Director

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

If you are interested in this position, please email a cover letter and resume to Worship Arts Director Susan Hart at susan.hart@valleycommunity.cc

No phone calls please.