



POSITION DESCRIPTION

JOB TITLE:	Audio-Video Technician	DEPARTMENT:	Media
CLASSIFICATION:	Non-Exempt (Part-Time)	LOCATION:	Gwinnett
REPORTS TO:	Media and Creative Director	SUPERVISES:	None

PRIMARY ROLE

The Audio-Visual Technician is responsible for the installation, maintenance, transporting, assembling, operating, setting up cameras, lighting, and video equipment.

The role requires you to be creative, flexible, and detail-oriented, with good communication and teamwork skills.

PRIMARY RESPONSIBILITIES

- Carrying out any cleaning, maintenance, or repairs on audiovisual equipment.
- Developing good relationships with staff and team members to keep production moving and to help out production or event coordinators.
- Disassembling equipment, wiring, and support tools in a safe manner.
- Meeting organization's standards by handling equipment malfunctions and executing a flawless event.
- Performing inventory management on equipment, wiring, and accessories.
- Running tests on videos, audio, and signals and troubleshooting any problems.
- Setting up and performing electrical wiring, programming, and basic construction according to layout diagrams and schedules.
- Transporting, setting up, and installing media equipment and audiovisual support tools, including speakers, monitors, cameras, and equipment racks.
- Performing other duties as assigned by the Media and Creative Director and Senior Pastor.

ATTRIBUTES and QUALIFICATIONS

- An Associate's or Bachelor's degree in Audio Visual Technology or equivalent experience.
- In-depth working knowledge of camera and lighting techniques.
- Strong working knowledge of audiovisual editing equipment and software.
- Excellent computer and troubleshooting skills.
- Must be creative, flexible and able to take directions well.
- Strong communication, customer service, organizational skills and attention to detail.
- Ability to sit or stand for long periods of time.
- Must be an active member of Berean Christian Church.

INTENT

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Department Approval By:	Department Date:	Approval	HR Approval Date:	Salary Grade:

