

**First Congregational Church (UCC)  
Burlington, VT**

**Position Description: A/V Coordinator**

**Reports to:** Lead Minister

**Status:** Part-time

**Rate:** \$20.00 an Hour

**Hours:** 5-7 hours a week

**Fair Labor and Standards Act (FLSA):** Non-Exempt

First Congregational Church (UCC) is a vibrant congregation of approximately 300 members, located in an urban setting in downtown Burlington, Vermont. We are an Open and Affirming congregation with a diverse church family.

**Job Summary:**

This position will provide technical expertise and team leadership for sound, livestreaming, video recording, and projection related to the First Church's 10 AM Sunday worship service and other special events. The A/V coordinator must be capable of running the back-of-house system as well as training and managing a team of volunteers. Ultimately, the A/V Coordinator's goal is to ensure that services and events can utilize technology efficiently, effectively, and strategically to enhance the experience of those attending in person and online.

**Essential Functions:**

- Recruit, train, and schedule volunteers in areas of sound, livestreaming, video recording, and projection.
- Supervise A/V checks before the service and serve as technical support for A/V volunteers, troubleshooting any problems that arise throughout the course of the event.
- Confer with Lead Minister, Music Director, and Director of Congregational Life to establish cues and directions.
- When church volunteers are unavailable, run sound, manage projections, and switch between cameras for livestreams.
- Ensure that all livestreams are recorded and that these files are transferred to the correct location for post-production or archival purposes.
- Secure and maintain A/V equipment following use.

**Preferred Qualifications:**

- Experience in broadcast media production, A/V, and/or event services.
- Strong communication and leadership skills.

- Grace and patience under pressure.
- Weekend availability (Particularly Sunday mornings).

### **Core Competencies:**

- Knowledge and experience with:
  - Professional quality audio-visual equipment.
  - Running a soundboard used for voice and a variety of musical styles, both vocal and instrumental.
  - Microphone placement, cabling, etc.
  - Livestreaming, including switching between multiple cameras and input sources.
  - Projection techniques, including projecting from personal computers (Mac and PC).
  - Digital audio/video recording technology and techniques.
- Tech-savvy, able to learn and master new technology quickly and thoroughly.
- Teachable and able to collaborate well in a team environment.
- Able to work collegially and collaboratively with a diversity of ages, genders, and races both on the A/V team and within the congregation we serve.
- Organized with excellent attention to detail.
- Willing to learn more about the church's worship practices and the needs of congregants.
- Intentionally anti-racist and committed to making events as accessible as possible for all people.

### **Job Posting:**

Do you have experience working with A/V technologies? Would you like to make some extra money on the weekend? First Congregational Church is looking to hire an A/V Coordinator to help us make use of our newly installed, professional system! The ideal candidate would be a creative, compassionate leader who is able to train and schedule volunteers, serve as technical support for our Sunday 10 AM worship service and other special events, and run our A/V system themselves when necessary.

We are hoping to hire an A/V Coordinator soon so that they have time to familiarize themselves with our system and our services, as well as organize a small group of volunteers. This position will require 5-7 hours a week, most of which will occur on Sunday morning. This is a great opportunity for a responsible college or graduate student in search of experience or a working professional who is looking for weekend income.