



## COMMUNITY CHURCH AT TELLICO VILLAGE

### Director of AVL Production

The Director of AVL Production is a full-time position that oversees the use of AVL (audio-video-lighting) for worship, online streaming, ministry events and special events. The primary objective is to use media resources to create an atmosphere that enhances the worship experience and to ensure our church has professional, appropriate, and updated AVL equipment. While being the principal operator of the audio panel, this staff member will also train, and coordinate volunteers to assist in the AVL ministry. The Director will provide support or ensure that a trained volunteer is available for all worship gatherings and events that require AVL.

#### Job Responsibilities

- Provide AVL/Live-Stream on-site support for all worship services, funerals, special seasonal services, Fine Arts Program events, and other church sponsored events.
- Set up ProPresenter with needed elements for all services (announcements, hymns, Scripture, etc.)
- Work closely with the pastors; produce an AVL worship environment to promote worship.
- Ensure the church's live streaming capabilities are up to date and user friendly.
- Maintain the church's YouTube channel.
- Prepare all AVL equipment required to support an event including setting up microphones, checking batteries, setting out hearing devices, etc.
- Coordinate stage set-up/tear-down before and after events.
- Maintain AVL equipment and oversee service and repair work.
- Recruit, lead, train, equip, schedule, and evaluate a volunteer AVL team.
- Coordinate AVL contractor personnel activity.
- Create and develop policies and procedures for AVL use.
- Produce, edit, and post videos of church ministries or events to be shown in worship, on church websites, or distributed to community media outlets.
- Provide a needs assessment for AVL replacement and upgrades and recommend these to the Board of Trustees as needed.
- Maintain an inventory of all AVL equipment and assure that all equipment is secure.
- Prepare an annual budget for AVL in coordination with the Trustees, and the Pastor of Worship and Music.

**Supervision:**

- The Director of AVL Production position is supervised by the Pastor of Worship and Music.

**Knowledge, Skills, Abilities:**

- Comprehensive knowledge of all aspects of producing high-quality weekend worship service.
- Ability to work collaboratively with other members of the staff to plan and execute weekend worship services and other events.
- Outstanding organizational, project management, and problem-solving skills.
- Ability to assess future technology needs and to plan acquisition and implementation strategies.
- Skilled in using technology to manage schedules and inventory and maintain essential records.
- Ability to work on Sundays, evenings, and some holidays.
- Ability to perform successfully with weekly deadlines.

**Education/Experience:**

- Bachelor's degree in media production, production arts, theatre, or related field preferred. A combination of education and experience may substitute for the degree preference.
- Minimum of two years preferred in a supervisory or leadership capacity.

**Physical Demands and Working Environment:**

- Standing for extended periods, walking, bending, and able to lift up to 50 pounds.
- Use ladders.

**Job Type:** Full-time.

**Pay:** \$40,000-\$50,000 per year, commensurate with education and/or experience.

**Benefits:**

- Health Insurance for employee
- Health Saving Account
- Retirement Plan

**Schedule:**

- Sundays, all worship gatherings, and events that require AVL unless on approved leave.
- Flexible office hours
- 12 Paid Holidays
- Paid Time Off as outlined in Employee Handbook.

Please submit your resume to Devin Phillips at [devin@tellicochurch.org](mailto:devin@tellicochurch.org)

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