

Job Description for Open Position
Valley Unitarian Universalist Congregation, Chandler, AZ

Overview:

Valley Unitarian Universalist Congregation, a program sized congregation that has a regular Sunday attendance of 90-200 attendees of all ages. Services are livestreamed to Youtube and the tech booth also provides an in room audio mix for speakers, vocal ensembles, and a band which includes several instruments. This position will work closely with the Senior minister and music director to support the A/V needs of Sunday services, holiday programs and occasional events needing support from the tech booth. Interested candidates can email a letter of interest and resume to minister@vuu.org. Open until filled.

Position Title: Part-time AV Tech

Supervisor: Senior Minister

Position Summary: The A/V Tech is responsible for running the tech booth including sound equipment, cameras and projected images for Sunday services and special events and managing volunteers who work in the tech booth.

Pay: \$45-60/hour (based on experience and training) with a guarantee of 5 hours a week.

Part time; must be available to work Sundays 8:30-12:30 most weeks to support Sunday service and rehearsal; Other hours may vary and can work from home. The AV Technician must be available to work on Christmas Eve & Easter during the worship services.

This position includes these tasks:

The Audio Visual Technician runs the sanctuary AV system, records & live streams worship Sunday mornings, [uploads videos to YouTube](#), runs presentation software, and designs digital graphics/slides for Sunday service. They must work in church Sunday mornings from 8:30am- 12:30pm. They may complete the rest of their hours remotely during the week.

The Audio Visual Technician is responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment as needed. Also, produce the best possible atmosphere for worship through sound reinforcement. This includes but is not limited to, creating the best music mix possible, creating an audio mix that meets the mood the pastor and music director want to convey, and supporting the audio needs of the people involved with the church service. [See this document for more information](#)

Responsibilities:**Pre-Service**

- Set up for musicians and install equipment such as microphones, sound speakers and monitors, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions
- Set up and operate sound equipment.
- Create and share links to live streamed services.
- Perform proper line check.
- Perform proper sound check; includes gain settings, monitor mixes, proper volume settings, and eq/mixing process. Monitor sound to ensure quality.
- Test and resolve equipment issues.
- Diagnose and correct media system problems.
- Check with the pastor for worship schedule and any schedule changes.

During Service

- Responsible for adjusting sound levels during service as needed.
- Responsible for following the pastor's direction and musician's direction during services.
- Responsible for recording and live streaming the service.
- Responsible for following stage and schedule cues.
- Responsible for providing a distraction-free service as it relates to audio production.
- Determine and execute filming sequences and camera movements.

Required Skills, education and knowledge: Knowledge of Audio/Visual equipment and production; some sound engineering and audio mixing experience preferred, ability to learn and use new software and equipment; ability to work with a team; strong communication skills.

Interested applicants can send a resume and cover letter to minister@vuu.org.

We are a progressive faith community that affirms gender diversity and sexual orientation (LGBTQIA+ affirming) and believes in the importance of diversity, equity and inclusion. We are learning how to live these values more fully and publicly. Applicants from marginalized communities are encouraged to apply! Check us out at: www.vuu.org and www.youtube.com/@valleyunitarianuniversalis76