



## FIRST MOUNT ZION BAPTIST CHURCH

<b>JOB DESCRIPTION TITLE:</b>	Audio Visual Engineer	<b>JOB CLASSIFICATION:</b>	Exempt, Salary, Flexible Work Schedule
<b>DEPARTMENT OR MINISTRY:</b>	Audio Visual	<b>REPORTS TO:</b>	Church Business Administrator
<b>PREPARED BY AND DATE:</b>	Renee Woolfolk, CBA	<b>APPROVED BY AND DATE:</b>	February 2023

### Job Purpose or Summary

The Audio-Visual Engineer (AVE) is responsible for meeting the audio visual (AV) and related demands of a dynamic and growing church ministry. The individual in this position is responsible for ensuring AV systems are effectively maintained, operational and staffed to deliver exceptional programming consistently. The ministry of FMZBC (First Mount Zion Baptist Church) includes more than 3,500 members: over 60 ministries, 21 full time staff members and growing. FMZBC is a 7 day per week operation and the ideal candidate must be able to work a flexible work schedule to include weekends and holidays in addition to core office hours. The ideal candidate has a networking background and experience in producing live events with a working knowledge of live stream and front of the house audio mixing of live vocalists, musicians, speakers, and the integration of prerecorded audio and/or video presentations.

### Essential Duties and Responsibilities

- Ensures adequate AV infrastructure and personnel support is in place for effective delivery of FMZ (First Mount Zion) worship services, ministry activity and events small and large.
- Responsible for the recruiting, training, scheduling, and overseeing of AV employees and volunteers.
- Schedules and allocates resources for the set-up and use of several types of AV equipment.
- Develops and maintains department standard operating procedures as well as policy and procedures.
- Works with staff and contractors to identify, install and integrate modern technology and software.
- Adequately acquire and maintain inventory.
- Identify and maintain a resource of contractors and vendors to ensure timely resolution of work orders, repairs and needs are met to maintain quality delivery of service.
- Works closely with staff, Church leadership, and members to ensure daily AV operational needs are met.
- Designs, develops, and implements standards of practice intended to build-up user confidence and facilitate use of AV to enhance ministry effectiveness (e.g., delivery of the spoken Word, classroom instruction, programming, presentations, and delivery of song, instrumentation, dance, and dramatization).

- Set up training and implementation schedules of new/updates software applications to include setting-up user accounts. Works with the CBA to assign appropriate access levels to users, runs diagnostic tests, accessing and analyzing application reports.
- Provides ongoing evaluation and outcomes of AV infrastructure and of IT infrastructure along with IT Contractor to ensure adequate functionality and alignment with the mission and growing needs of the various church ministries.
- Conducts appropriate troubleshooting protocols and diagnosis and takes appropriate action to mitigate or resolve system problems; collaborates with internal and external technical advisors to identify and resolve system issues; and make recommendations for resolving complex technical problems that require intervention from other external sources.
- Participate in the budget process, as it pertains to AV. This includes budget planning, development, implementation, and monitoring throughout the year.
- Assesses AV equipment; software needs; and conducts research to maintain awareness of current AV trends, as needed.
- Works with CBA to prepare procurement plans with appropriate acquisition and delivery timelines; implements timely procurement plans.
- Participates in staff and production meetings and various other meetings as needed.
- Participates in FMZBC sponsored training and/or employee development activities as approved by the CBA

## **Job Qualifications**

### **Knowledge, Skills, and Abilities**

1. Technical knowledge of audio visual and related Information technology equipment.
2. Ability to develop and maintain AV policies, guidelines, and standard operating procedures.
3. Ability to diagnose, troubleshoot and resolve AV and basic IT (Information Technology) issues, including working with other technical professionals to assess complex issues and resolve them.
4. Ability to conduct research and stay abreast of AV best practices, current, and future trends to develop short and long-term improvements and recommendations to ensure equipment and software stability, integrity, and ongoing performance.
5. Skilled project management techniques to ensure complex and long-term projects are managed effectively and critical timelines are met.
6. Ability to utilize Microsoft Office products such as Word, Excel, PowerPoint, etc.
7. Ability to effectively communicate with FMZBC members, staff, Leadership, and volunteers to identify IT/AV needs, identify issues or challenges, and provide exceptional customer service.

### **Desired Qualifications**

Audio visual and information technology related certifications reflective of continuing education.

Additional experience in any of the following areas is a bonus: Video presentation software (ProPresenter); Streaming software (VMIX); social media live streaming platforms (YouTube, Facebook, ZOOM). Working digital mixing console (Digi Co). AV presentation development software (Planning Center).

## Education and Experience

Associate degree in Audio Visual field with four or more years of paid experience in network engineering. Prior experience working in a church environment helpful. OR

Bachelor's degree in Audio Visual field with at least two years of paid experience working in live production. Prior experience working in a church environment helpful. OR

High School diploma with six or more years of paid experience working in the audio visual and information technology fields with a background in networking. Prior experience working in a church environment helpful.

## Additional Requirements.

Available to support weekday and evening rehearsals (6:30pm), meetings, events, and Wednesday night Bible study; weekend church activities, including both the 8am and 11am Sunday worship services and 9:45am Children's Church. Must be available to work additional core hours as scheduled or when necessary between 9am-4pm Monday -Friday.

Must be able to work in a Christian work environment.

Must be able to show proof of COVID Vaccination

## Supervisory Responsibilities

This position supervises part-time or full-time staff, volunteers, and contractors.

## Work Environment

FMZBC is a vibrant and thriving ministry. The Church reflects a professional work environment where Christian values are upheld. FMZBC is a weapons-free and smoke-free campus.

## Essential Functions and Physical Demands

The essential functions and physical demands described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties of the job.

Bending	Twisting	Ability to speak
Stooping	Pulling	Power grasping
Kneeling	Pulling hand over hand	Simultaneous grasping
Crawling	Pushing	Squeezing
Standing (not continuous)	Sitting	Lifting as much as 51 lbs. or more
Squatting	Walking	Carrying as much as 51 lbs. or more
Climbing stairs (limited elevator access)	Work on elevated surface	Operating mechanical equipment
Climbing ladders	Simple grasping	Depth perception needed
Ability to hear	Ability to see	

