



777 S. Highway 92, Sierra Vista, AZ 85635  
Sierra Vista, AZ 85635-4328

### **Job Description: Media Coordinator**

Purpose: To manage and maintain the audio/video systems in the church and BLC. To coordinate the setup of audio/video equipment for church services and other events as needed. To oversee those individuals assisting with audio/video duties. To assist in preparing the church buildings for services and events.

Department: Church Operations

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Set up repeater in Better Living Center; verify signal.
- Open audio equipment and turn it on in specified order.
- Mount microphones as needed up front.
- Make sure all video operators are present and all necessary equipment is set up.
- Review the church bulletin to make sure all microphones are in place as needed.
- Live stream the sermon, also edit and post a copy of the sermon on the church's website, other social media as desired, and email the church members with links. Or make arrangements for these tasks if needed.
- Make sure all audio and video equipment is shut down at the end of each service.
  - Shut down repeater in Better Living Center.
- Close the piano and put all excess audio equipment away.
- Recruit audio and video helpers.
- Train new operators of audio and video equipment.
- Compile a schedule for running the audio and video equipment in consultation with the audio and video volunteers.
- Evaluate needs, acquire, configure, and repair audio and video equipment as needed including some platform lighting needs. Or make arrangements for these tasks if needed.
- Acquire and prepare audio, video, still pictures/graphics, for supporting services. This includes, but isn't limited to, projecting song lyrics, the announcement presentation, and the worship service presentation.
- Purchase licenses and comply with their terms, including any required reporting, to be in compliance with copyright law for both audio, video, and still pictures/graphics.
- Other duties as assigned.

Skillset Needed:

- Knowledge and interest in audio/video technology.
- Ability to provide direction to others.
- An interest in training and sharing audio/video technology knowledge with others.
- Ability to be at the church early enough to have all necessary equipment ready to support the program by the time the program is scheduled to start.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: Church Board & Auxiliary Member of the Worship Committee

Reporting To: Pastor, Church Board, Worship Committee

Church Board Approval: August 8, 2024