

Coordinator of Audio Visual Services

Job Posting

May 2019

St. Martin's Episcopal Church in Houston, TX is currently seeking a full-time Coordinator of Audio Visual Services. This role will support the Church by managing technical services, including events, audio-visual equipment, and relevant facility operations; assists with all audio/video needs of the church and its entities; works with staff and parishioners in education and coordinating their audio/visual needs. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

The ideal candidate must be proficient at setting up audio visual components and enjoys variety in their work, which includes elements of customer service and interaction. This position reports to the Executive Director of Finance and Facilities.

Tasks & Responsibilities

- Audio/video coordination for the church and its entities.
- Manage vendors related to any audio/video needs of the church.
- Live-streaming of in-house and offsite events as required.
- Site inspections and equipment testing at all locations prior to events as necessary.
- Set-up for Power Point presentations, microphones, and other A/V needs for internal meetings.
- Preparation and formatting of event audio and video recordings for use on Web Page and other audio/video projects.
- Production of DVDs and other recordings as requested by church staff, including assisting staff with video and audio clip integration into Power Point presentations.
- Editing, mixing and mastering of scheduled worship services.
- Perform additional duties as assigned.

Qualifications

Required eligibility includes graduation from high school or GED equivalent. Additional eligibility qualifications include five years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Key competencies required for the position include:

- Ensures a flawlessly executed event through accurate and timely setup, operation, and breakdown of basic audiovisual equipment
- Understands the technical aspects of the job and demonstrates basic operational ability to troubleshoot and problem solve with equipment and software issues.
- Handles equipment challenges and changes in a timely and professional manner.
- Strives to exceed the expectations and needs of staff and parishioners.
- Maintains positive relationships through effective communications.
- Ensures that ministry needs are met and the equipment setup is working properly.
- Excellent communication and computer skills (Microsoft Word, Excel, Outlook)

St. Martin's offers a desirable work environment that is continually evolving, with competitive salaries, and a generous benefits package. Our selection process includes a background check and pre-employment drug testing.

Resumes may be emailed to recruiter@stmartinsepiscopal.org