

FIRST LUTHERAN CHURCH OF RICHMOND BEACH

Job Description: AV Producer/Sound Engineer

Our Mission:

Living, Loving, and Serving as Jesus Did...

So All Might Know Him!

Basic description: The AV Producer/Sound Engineer position at First Lutheran Church of Richmond Beach (FLRB) is an hourly, part time position. The individual in this position will:

- Manage production and recording of live and livestreaming Sunday worship services and other events such as FLRB preschool programs, and holiday and seasonal weekday worship services.
- Manage sound and video equipment
- Train and lead a team of volunteers.
- Receive and edit content from pastors and staff for posting to various social media platforms.

Primary duties of the AV Producer/Sound Engineer:

- Coordinate and manage the technical and artistic aspects of sound, recording, editing, mixing, and reproduction of live church services and other events primarily occurring in the sanctuary on Sunday mornings;
- Manage and maintain AV equipment used to facilitate speakers and musicians supporting the worship services and other events;
- Manage AV for in-person live and livestreaming worship services and other events;
- Train and manage volunteers in the use of the AV equipment for Sunday morning services and other events;
- Interact with staff, speakers and musicians proactively and in real time;
- Provide excellent ongoing communication and coordination with the Pastor, Director of Worship and Music, other program staff, event speakers and musicians;
- Record, edit and post church services and other church content received from FLRB staff to YouTube, Facebook, other social media platforms and the FLRB Web site.

Key responsibilities for Sunday morning sound and video production:

- Oversee all technical and logistical aspects of sound and audio-visual productions for Sunday worship services;
- Set up, test, operate and manage microphones, soundboard, and mixing equipment to achieve optimal audio quality;
- Set up, test, operate and manage cameras to achieve optimal visual quality;
- Direct volunteer teams in the successful use of audio and camera equipment;
- Collaborate with the Director of Worship and Music, pastors, and other speakers and musicians as needed;
- Act as the main point of contact for pastors, other speakers, musicians and volunteers, both proactively and in real time as needed;
- Trouble-shoot video and sound issues that may occur in real-time.

Required Skills and Proficiencies:

- Proficient in management and maintenance of sound and video equipment;
- Proficient in soundboard management to mix sound for both the live and livestream in-house productions, which run simultaneously;
- Experience with livestreaming;

- Experience with editing post-production videos to post to social media accounts;
- Experience successfully leading and collaborating with volunteer teams;
- Good interpersonal skills and experience working with people from a variety of backgrounds;
- Familiarity with graphic design and slide creation basics;
- Ability to create and post short social reels (i.e. choir practices, sermon clips, youth activities, etc.) from content provided by FLRB pastors and staff.

Traits and Abilities:

- Be a self-starter who is confident taking initiative in problem solving and improving systems;
- High level of accuracy and attention to detail;
- Ability to multi-task, prioritize and effectively manage time;
- Ability to train, lead and manage volunteers;
- Ability to problem-solve and trouble shoot in real time;
- Good written and oral communication skills;
- Support First Lutheran’s Mission, Vision, Values and goals;
- Proficient in YouTube

Other Responsibilities and Expectations:

- Meet and work collaboratively with church staff;
- Meet regularly with the Lead Pastor;
- Meet regularly with the Director of Worship and Music to achieve quality sound delivery for all musicians and worship leaders;
- It is anticipated that this individual will spend about 10 hours per week on the FLRB campus.

Desired Proficiencies

- Management of social media accounts and content;
- Graphic software experience with Canva, Affinity, Adobe, etc.
- Proficient in ProPresenter.

Hours, Salary and Benefits:

This position is hourly and part time, with recorded hours submitted for compensation for a minimum of 15 hours and up to 20 hours per week. The salary range is \$25 to \$32/hour and will be determined for this position upon evaluation of skills and experience.

Stipends are available for AV support of scheduled events outside regular church programming, such as weddings and funerals.

Benefits include pro-rated vacation and sick leave determined by FLRB personnel policies.

To Apply: Submit a resume and cover letter to: personnel@flrb.org

The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.