

JOB OPENING AT FIRST BAPTIST CHURCH OF MADISON

JOB TITLE: AUDIO/VISUAL COORDINATOR

REVISED: December 4, 2021

ABOUT FIRST BAPTIST CHURCH (FBC) OF MADISON

First Baptist is a progressive, LGBTQ+ affirming, American Baptist Church in Madison's near west side. Our faith community is welcoming to all people and passionate about doing social justice and sharing God's love with our neighbors.

Since July 2021, our Sunday morning worship services have been hybrid: in-person and online. In 2022, we anticipated adding a mid-week worship service on Thursday evenings, which will also be hybrid. To learn more about existing worship at First Baptist Church, go to <http://firstbaptistmadison.org/worship>. Past livestreams can be found at <https://tinyurl.com/eubzz6mr>.

ABOUT THIS POSITION

FBC is seeking an Audio/Visual (A/V) Coordinator to run and oversee the livestreaming of all weekly services and events. This is a part-time hourly position without benefits. **(3-6 HOURS/WEEK @ \$20-30/hour depending on experience)**

RESPONSIBILITIES

The A/V Coordinator will work with the pastor, worship team, and AV volunteers to achieve quality sound and video experiences for both in-person and online audiences. The AV coordinator will operate the livestream system while overseeing AV volunteers, who will assist by operating the video and sound equipment.

1. Livestream

- Set up and operate all livestream equipment (i.e., cameras, switcher, and computer software).
- Create lower thirds and other images in ProPresenter.
- Operate ProPresenter during services for in-person and online audiences.

2. Sound

- Work with AV volunteers to achieve quality sound and mix for in-person and online audiences.
- Accommodate specific audio needs of each presenter/vocalist/instrument.

3.

4. Rehearsals

- Participate in rehearsals as needed for FBC events. Equipment set-up and sound/video checks typically occur one hour before worship services.

5. Maintenance

- Ensure all equipment is working correctly. Follow up as needed if repairs are required.

QUALIFICATIONS

- Working knowledge of sound systems, video systems, and digital technologies and how they are used to provide quality productions
- Proficiency (or demonstrates potential proficiency) in running live sound and video
- Knows or shows aptitude for learning PowerPoint and ProPresenter
- Willingness to work collaboratively with others

SUPERVISED BY

Pastor, in coordination with Director of Music and Worship Arts

TO APPLY:

Send a cover letter and resume to: personnel@firstbaptistmadison.org or First Baptist Church, 518 N. Franklin Avenue, Madison, WI 53705

FBC is an inclusive community of faith, which means that we welcome, affirm, and include all people in their diversity of genders, sexual orientations, races, ethnicities, ages, abilities, and backgrounds. We expect the members of our staff to show commitment to this vision.