

**Riviera Presbyterian Church**  
**5275 Sunset Drive | Miami FL 3343 |**  
**[www.rivierachurch.org](http://www.rivierachurch.org)**

**Contact: Rev. Martha Shiverick – [marthashiverick@gmail.com](mailto:marthashiverick@gmail.com)**

**Audio/Video Technician Job Description**

**Hours: approximately 5-8 hours a week**

**Purpose:** Serving as Audio/Video Technician helps to ensure the church accomplishes its mission through the production of creative and inspiring services, special events and regular church programs/meetings.

**General Description:** The Audio/Video Technician serves as part of the Worship Team during services. The Audio/Video Technician configures, operates, and troubleshoots all audio/video equipment used in the execution of services, special events and regular church programs/meetings. This includes a proficiency in audio/visual equipment and programs for connection to livestream and recording worship service for downloading to YouTube. This position serves our ministries and requires a self-motivated individual capable of developing 'the ministry's vision' without constant oversight and who must be detail oriented.

The work requires work on Sundays.

This position will also require some evening work to support various events and functions.

Extra hours will be required of Holy Days including Christmas Eve, Ash Wednesday, and Maundy Thursday.

**Specific Duties and Responsibilities:**

- Arrive prior to the scheduled event/activity time and begin review of service schedule and other information related to the service or special event.
- Evaluate the status of the audio/visual equipment and reconfigure as needed.
- Checking and replacing batteries as needed in wireless microphones and other equipment as needed.
- Coordinate and communicate with other Staff and Worship Team members to produce the service/special event as planned, and to understand translation and video cues to minimize distractions during the worship service.
- Attend Staff and Worship Team meetings and training sessions as needed.
- Set up and install equipment such as microphones, speakers, video screening, projectors, video/audio monitors, recording equipment, sound board, mixing board, wires, cables etc.
- Monitor/mix sound feed to ensure quality.
- Troubleshoot and resolve equipment issues and media system problems.
- Proficiency in recording live sound including podcasts; ability to use video equipment to record and edit video.

- Operate the video streaming system to broadcast Sunday services and other relevant events online.
- Monitor and manage equipment that needs to be sent out for repair, as needed in consultation with Worship Committee and Head of Staff.
- Clean audio and video equipment, and store properly.
- Compress and digitize audio and video data.
- Ensure the safe storage and integrity of data.
- Maintain inventory of equipment.
- Secure all iPads, wireless mics, etc. in AV booth at the end of practices and services.
- Create online version of the sermon: Apple Podcast and church website.
- Upload recorded services to the internet- Riviera YouTube Channel.
- Availability and willingness to attend workshops to further knowledge and abilities annually.
- Ability to attend weekly staff meetings.
- Assist other committees with their video needs.
- Train volunteers and create a team to help on Sundays and throughout week.
- And other duties as signed by Supervisor – Head of Staff.

**Qualifications:**

- Strong interest and experience in media production.
- Experience and training in studio and field production including lighting, audio and camera work.
- Experience and training in post-production work including non-linear editing, compositing, and motion graphic design is a plus.
- Experience with OBS Studio.
- Proven ability to take projects from beginning to end (concept to production to final edit).
- Organized and able to manage time and multiple projects effectively.
- Action-oriented and displays focus, passion and initiative.
- Knowledge of commonly used concepts, practices, and procedures in video production, graphic design and storytelling.
- Committed to improvement, seeks and receives constructive criticism, understands strengths and weaknesses.
- Effective visual, written and oral communicator.
- Manages time and resources well.
- Knowledge of worship services would be a plus.

Background Check Required prior to hiring. All of Riviera's Rules & Regulations will apply to this position.

\$250 per week; \$12,000 annually.

Personnel Committee Approved: April 27, 2021

Session Approved: May 2, 2021