

Audio-Visual Manager Job Description

Identifying Information:

Status: Full-time Hourly Position, 40 hours per week

Reports to: Director of Music

Primary Function:

The **Audio-Visual Manager** (AVM) holds a pivotal position in the parish, charged with overseeing all aspects of audio-visual elements. The AVM is responsible for creating an unparalleled worship experience through expert sound reinforcement, which entails crafting the most sublime music mix, tailoring the audio mix to align with the pastor and/or Director of Music's (DOM) desired tone, and providing consistent audio support to all liturgical ministries, in order to best magnify God's glory.

- Embodies the principles of the Parish Mission Statement: To be Jesus' true disciple by serving the people of our parish in a joyful way to build a welcoming, interconnected gathering of the faithful.

Audio-Visual Manager's Responsibilities:

Liturgical Services/Parish Events

- Attend or ensure that a qualified volunteer is present to support large liturgical and non-liturgical events where audio-visual and/or sound support is necessary.
- Schedule volunteers to assist as Audio-Visual Assistants (AVA). Oversee their initial and ongoing training.
- Responsible for overseeing all volunteers to ensure a high level of professionalism and distraction-free worship and/or event attendance.
- Prepare lyric slides for use in Liturgical celebrations and parish events.
- Communicate with the DOM, Assistant Coordinator of Music (ACOM), and various ensemble leaders in their setup needs. This includes the use of microphones, PA systems, video screens, projectors, recording equipment, and more.
- Perform effective soundchecks/line checks to ensure equipment is functioning properly.
- Test all equipment and diagnose any issues that may arise.
- Coordinate audio-visual support for all funerals/weddings.
- Ensure individuals with special needs have appropriate accommodations, particularly regarding our hearing-impaired assistance.

Department of Music Rehearsals

- Assist with setup for rehearsals within the Department of Music. These includes include the parish choir, chamber orchestra, bell choir, children's choir, the Glorify band, contemporary ensembles, Luz y Sal, and more.
- Ensure rehearsal locations get returned to their original condition following the rehearsal.

Media Support

- Work in collaboration with the Marketing & Media Manager (MMM) regarding our weekly Live Stream Masses (9am – English, 1pm – Spanish). Oversee live streams in absence of the MMM.
- Assist the MMM in various needs related to video/photo/audio content to be used for the parish.

Facility Support

- Work in collaboration with the Director of Building & Grounds (DBG) to support ongoing parish facility needs, in relation to audio-visual equipment.
- Support non-liturgical parish events in their audio-visual needs.

Administration

- Maintain parish audio-visual inventory.
- Regularly clean audio-visual equipment.
- Communicate effectively and promptly with staff and parishioners.
- Work in conjunction with DOM and DBG regarding equipment that needs repair or replacement.
- Oversee repair log of all equipment that is being serviced.

Position Requirements:

- A degree in audio engineering, or relevant experience.
- Extensive knowledge of audio-visual systems.
- A well-tuned ear, and the ability to produce high quality live mixes for Liturgical celebrations, and events.
- Experience utilizing digital mixing consoles.
- Proficient in use of Pro Presenter 7.
- Experience with Digital Audio Workstations, especially Pro Tools.
- Proficient, or able to quickly learn Planning Center Services (Church Management Software).
- Strong oral and written communication skills.
- CMG certified, or the ability to become certified promptly.
- Active practicing Catholic

Send cover letter and resume to jphilp@ap.church