



## **BLACKSBURG UNITED METHODIST CHURCH**

### **AV Production Manager**

<b>POSITION TITLE:</b>	Audio/Visual Production Manager
<b>REPORTS TO:</b>	Director of Worship Arts
<b>DEPARTMENT:</b>	Admin
<b>POSITION STATUS:</b>	Part-Time (10 hours per week)
<b>FLSA (Fair Labor Standards Act) STATUS:</b>	Non-Exempt
<b>SALARY:</b>	\$7800 annually
<b>PREPARED DATE:</b>	March 2022
<b>APPROVED BY:</b>	Staff-Parish Relations Committee

**SUMMARY:** This position is a part-time position responsible for supporting the virtual and in-person worship life of Blacksburg United Methodist Church (BUMC) Church Street campus with high quality audio and video production. A commitment to excellence and collaborative teamwork, as well as good communication skills are essential.

**REPORTING AND SUPERVISION:** This position reports directly to the Director of Worship Arts and is accountable to the SPRC and Pastoral Staff. The Director of Worship Arts will conduct quarterly evaluations the first year of employment and annually thereafter.

#### **ESSENTIAL FUNCTIONS:**

- **Represent Blacksburg UMC:**
  - Understand and perform the duties of this position in keeping with the mission and values of the congregation.
  - Present a professional, calm, and welcoming presence.
  - Maintain a high degree of confidentiality and communicate with the pastoral staff if there is any question about whether a matter is confidential or not.
- **Videographer and video editor:**
  - Experience with Microsoft Word, ProPresenter, OBS Studio, and Adobe.
  - Create video content related to worship (i.e. sermon illustrations, testimonies, message lead-ins, baptism stories, ministry projects, etc.)
  - Manage the technical aspects of the film, including cameras, sound, lighting, design, etc.
  - Manage audio desk and video desk for worship services.
  - Recruit, train, and manage volunteer members of the AV Ministry Team.
  - Communicate and collaborate with Director of Worship Arts around ProPresenter, worship plans, and other AV needs for worship.
  - Other tasks as assigned.

**THE SUCCESSFUL CANDIDATE WILL:**

- **Be a person of faith practicing Christian principles**
- **Have an ability to maintain confidentiality**
- **Demonstrate strong organizational, leadership, and management skills**
- **Demonstrate an ability to make sound decisions and take independent action**
- **Demonstrate skill in the use of office equipment, computers, and related software including Microsoft 365 Suite, InDesign, Illustrator, and Google Docs. Knowledge of ProPresenter, OBS Studio, and Adobe Creative Suite preferred.**
- **College degree preferred in business administration, non-profit management, communications technology, marketing, or related field or equivalent education and experience.**