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SIERRA EVANGELICAL LUTHERAN CHURCH
MEDIA/AUDIO VISUAL TECHNICIAN & IT SYSTEM ADMINISTRATOR
POSITION DESCRIPTION

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POSITION TITLE: Media/Audio Visual Technician and IT System Administrator, part time

DEPARTMENT: Church Administration

1. DEPARTMENT PROFILE

The System Administrator's role will be to provide support to the overall Information Technology (IT) infrastructure for the church. In addition, the role will ensure effectiveness & efficiency. He/she will be a primary point of contact for computer hardware, security and network user requests & resources, general network or server matters and will provide network, hardware, and software related support for all staff and guest users. Additionally, He/she will be responsible for the Audio/Visual (AV) duties during all services. Salary will be commensurate with education and experience.

2. PRINCIPAL FUNCTION

We are a medium size church in Sierra Vista, AZ seeking a Media/Audio Visual Technician and IT systems administrator with a comprehensive wide-range role that encompasses audio engineering and media management, while advancing the church's mission and vision. This role works closely with church leadership on a weekly basis to prepare the necessary media for the worship services and provides monthly status updates to the council members.

Audio-Visual Duties during weekly service:
Set up and tear down audio and technical equipment, loading and stowing in remote storage location. Setup must be neat and orderly with an emphasis on public safety.· Manage and coordinate microphone distribution and placement as needed.
- Mix live audio.
- Respond quickly to last-minute changes as needed.
- Execute visual presentation using Pro Presenter software.
- Coordinate volunteers for assistance with setup/teardown/ as appropriate.

3. POSITION RELATIONSHIP

A. Reports to – Church Pastor

4. **PRINCIPAL RESPONSIBILITIES**
   A. Primary Essential Functions and Responsibilities:
- Administer a distributed network
- Assist in the design and implementation of specialized technologies to include back-up, compression, and optimization technologies
- Assist in the design and implementation of standardized software & hardware platforms
- Develop and analyze highly complex system standards, thresholds; make recommendations to maximize system performance
- Fulfill and monitor space and power requirements for installation and replacement
- Install, configure and maintain data, local area networks & data communications software, equipment and network
- Keep track of inventory – maintain accurate equipment list and network layout diagrams
- Maintain and coordinate the repair of hardware and software
- Manage data backup functions
- Main point of contact to handle network, hardware, software, user or server related issues
- Normal Business Hours: Sunday mornings, 7:30 am to Noon, (post-pandemic) and other special worship times as needed such as Wednesday evenings during advent and lent.
- Off Hours – on call for emergency matters
- Planning/executing software and network upgrades
- Stay current on new technical solutions, technologies and best practices
- Work with SELC staff to understand the business needs and current challenges
- Work with leadership in developing, monitoring and maintaining communication policies, plans and procedures
- Hours per week will vary as required and are not expected to exceed 20 hours per week.
- Other duties as assigned

   B. Media Duties in preparation for service:
- Determine media needs for many scenarios in the church and develop visuals to support, when appropriate.
- Create and produce weekly audio or video recordings to be posted on public-facing platform (YouTube channel, website, Facebook, etc.)
- Manage media repository on local computers and archived resources.
- Maintain all church equipment used for audio/visual efforts (hardware and software), proactively, fixing or replacing failing equipment with approval from Council.

5. **POSITION QUALIFICATIONS**
   A. Essential Required Skills/Attributes
- Proficient with audio engineering and live sound paradigms (digital, analog, solutions to common live sound problems, 32 Channel Mixing, etc.)
- Familiarity with digital audio software, DANTE, etc.
- Familiarity with broadcast video fundamentals for VMIX, Box Cast, etc.
- Familiarity with video recording and production on a budget
- Familiarity with video editing software

- Troubleshooting video and any additional additions to service attention to detail.
- Skills and experience that are tailored to this job description.
- Maintain all Software and Media licenses, to include copyright licenses for music, live streaming, etc.

B. Experience and Knowledge Required:
- Demonstrate ability to learn new products and solutions
- Enterprise wireless network systems experience is highly desired
- Experience in maintaining networks in a fast-paced, distributed environment. Experience in designing networks is a plus.
- Knowledge of network monitoring tools and practices
- Significant experience with Microsoft Windows based desktop and server operating systems.
- Strong knowledge of LANs
- Understanding of and proficiency in the following:
    - Server administration tasks such as troubleshooting, installation of operating systems, storage technologies and backup
    - User administration tasks such as domain user maintenance, user data back-ups, password policies, etc.

C. Desirable Attributes:
- Proven leader with a positive attitude
- Proactive, independent, self-starter, multi-tasking individual who is comfortable working independently without constant supervision
- Customer service-oriented and works well with peers and congregation, alike
- Ability to set vision for the area of responsibility and align with overall church mission and vision
- Strong written/oral communication and interpersonal skills.

6. Physical requirements

- Must be able to drive their own vehicle
- Must be able to lift 50 lbs.