



All Souls Unitarian Church
5805 East 56th St.
Indianapolis, IN 46226
www.allsoulsindy.org

JOB DESCRIPTION – AV TECHNICIAN

Reports to: Music Director

Part-Time Job/8 hours week at \$18.50 an hour: This includes Sundays from 8:00 am until 1:00 pm year-round and other days as needed. Includes paid vacation and one Sunday off every 90 days.

Job Summary: This position is the technical support for a “multi-platform” weekly production with both “in-person” and remote participation through live streaming. The Tech Coordinator leads and coordinates a team of Tech volunteers and ensures AV coverage at All Souls Sunday services, rituals, and events. The Tech Coordinator is also responsible for internal tech and software maintenance for our small staff, maintaining the website, YouTube channel and G Suite administration for All Souls.

Apply: To apply for this position, please submit an application by April 28 [HERE](#).

Duties and schedule include:

Sunday Duties:

- Sundays beginning at 8:00 am: Set-up
 - Meet with tech volunteers (if any) and review volunteer tasks
 - Review and cue-up slides and recordings used in the service
 - Set up and test equipment for audio and video recording and live-streaming the services online
 - Set up control equipment/computer for sound amplification, sanctuary projection of videos and words to hymns
 - Set up remote participant links (if any)
 - Set up microphones as pre-arranged or scripted by senior staff
 - Prepare mixer for best sound quality for sanctuary speakers and for livestream
 - Set up video cameras
 - Prepare video display in the sanctuary for operation as pre-arranged or scripted

- Pre-set videos and hymn text that will be broadcast during the service
- Prepare the audio/visual signal to be livestreamed online and in social hall of church
- Prepare for recording of the service
- Sundays at 9:30 am: Sound check
 - Adjust the equipment to each person using it
 - Instruct each participant of the service in the use of the equipment
 - Participate with worship team in the runthrough of the service
- Sundays at 10:30 am - during Service: Operate audio equipment during the services for best audio quality on sanctuary speakers and for live-streaming sound
 - Begin recording when service begins
 - Launch livestream in advance of the service
 - Watch throughout the service for pre-arranged/scripted cues for switching between microphones, cameras, remote participants, slides, and display of recordings.
 - Maintain appropriate sound levels to sanctuary speakers and livestreaming for high-quality sound
 - Observe cameras for proper focus and framing of speakers/performers
 - Monitor livestream for completed signal and signal quality
 - Integrate in the livestream and operate projector displays of recordings, remote participants, and words for congregational singing as scripted or pre-arranged
 - Assist volunteers as needed
- Sundays after service – approximately 11:45 am:
 - End livestream signal
 - Complete any steps needed to retain and store the recording of the service.
 - Trim video and re-upload
 - Store and secure equipment in good order
 - Make minor repairs or technical adjustments as needed
 - Inform supervisor of any large technical problems or equipment issues
 - Follow-up support of volunteers
- Other:
 - Update AV Training Manual as needed
 - Ensure adequate functioning of closed captioning and other accessibility functions for in person and online services.
 - Manage YouTube playlists

G-Suite and Website Support

- Maintain and administrate usage of G-Suite, supporting staff and volunteers in utilizing the technology
- Maintain and update WordPress website

Technology in the Building

The AV Tech under the direction of the Music Director and Senior Minister oversees maintenance, and updates to the Sanctuary and Building's technology infrastructure, sound, and other building upgrades that advance technology.

Qualifications:

- Proficient with software and online tools including Zoom, PowerPoint, YouTube, GSuite, WordPress and livestream switching and streaming software such as OBS or Wirecast
- Experience as technician with livestream productions
- Ability to work independently, responding to a supervisor
- Ability to coordinate a small team of volunteers
- Ability to work with presenters and congregation members while providing technical support
- Experience in video and audio editing

All Souls is an intentionally LGBTQ+ positive, multicultural, multigenerational community and expects all employees to have competencies in anti-racism/anti-oppression work and participate in annual continuing education in these areas.