

Subject: A/V Tech for church in Linden Hills

Part-time position available. Looking for a person to operate the Audio Visual equipment at a church in the Linden Hills neighborhood of Minneapolis, mostly on weekends. Some training available. Position starts August 2023.

**Nature of Work:**

The person in this position will operate Audio/Visual Equipment during meetings for worship, business and other programs on Sundays.

**Supervision:**

The Technology Committee is responsible for hiring, assignment of duties, training, evaluation of performance, and termination of employment.

**Qualities:**

- Integrity
- Dependability
- Flexibility to work longer occasionally.

**Knowledge, skills and abilities**

Knowledge of computer security and privacy issues

Communication skills

Ability to:

Read directions in English, communicate by text

Use Windows operating system.

Resolve issues quickly, either troubleshooting on own, or asking for assistance when needed.

Log out of, and shut down equipment.

Direct camera, evaluate image quality.

Monitor volume and sound quality of microphones, speakers.

Use second computer to show video, play recorded music.

Climb stairs and reach outlet under table.

**Essential Duties (Training available):**

Enable hybrid worship services by ensuring that the whole A/V system and 2-way connection with Zoom function properly throughout meetings for worship or business.

This includes:

Start up the A/V equipment; ensure that mics and cameras are working; set mixer levels; perform a test run with Zoom.

Set up mics for live musician.

Monitor mics, cameras, amps, mixer, 2-way audio and visual connection with Zoom, so they all continue to function properly throughout meetings for worship and business.

Switch camera to highlight speaker in meeting room.

Troubleshoot problems; ask for help if needed to resolve problems quickly.

Timely communicate with Zoom host as needed by either party.

Report A/V issues to supervisor.

Log out and shut down equipment when finished.

Absences will be communicated 24 hours in advance to Tech Committee Clerk or designated scheduler.

**Hours of Work:**

- . Every Sunday morning (usually 8:30am to 12:30pm)
- . Sometimes Saturdays and Fridays
- . If available, on occasion work on other days or evenings.

**Compensation:** \$18/hour (for two-month probationary period)

The person will be an employee, not an independent contractor.

To apply: Please send a letter of interest including relevant experience to Marilyn Johnson at [john2053@umn.edu](mailto:john2053@umn.edu) or call 612-227-5311 for more information.