



*A Spiritual Center for Creative Living*

## **JOB DESCRIPTION**

**JOB TITLE:** Audio/Visual Multimedia Lead

**SUMMARY:** Part-time, salaried, non-exempt position reporting to the Sr. Minister. The Audio/Visual Multimedia Lead is responsible for providing superior multimedia support during Sunday Celebration Services for Unity of Bellevue by managing and implementing audio visual systems and operations that directly impact all facets of the Sunday Celebration Service. In addition, the AVMS will manage audio visual equipment and have a working knowledge of standard networking including wireless technology, internet streaming services, computer operations, and other systems impacting the audio / visual multimedia dimension of the Sunday morning Celebration Service experience. This position supports our mission by serving a virtual audience interested in the transformational teachings of Unity of Bellevue.

Additional tasks up to 20% of overall workload, not reflected in this job description but still within the general auspices of AV, may be assigned by leadership as needed to support the Center.

This role requires the following core competencies:

- Familiarity with AV systems, including lights, sound, & multimedia
- Experience/expertise using these software apps: ProPresenter, Restream, Zoom, and Microsoft Office
- Familiarity with live streaming technology including cameras, switching systems, and streaming subscription services
- Ability to react quickly to events during live programming
- Effective interpersonal and communication skills to communicate
- Technical/complex information both verbally and in writing
- Ability to multi-task and lead multiple projects simultaneously
- Creation of financial proposals for AV needs.

### **RESPONSIBILITIES**

- Managing and overseeing the entire audio/visual multimedia operations for the Sunday worship experience
- Training volunteers as needed
- Collaborating with the Minister(s) regarding multimedia needs
- Collaborating with the Center Administrator for ProPresenter Slides, video announcements, and other graphics as needed to be displayed or otherwise broadcast
- Accessing capacity needs
- Planning and developing procedures to measure the capacity for AV systems and devices relative to current and future activities
- Setting up portable sound system and media equipment
- Optional: Willing to staff rental events as needed, and if available, for additional contract rate of pay.



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**QUALIFICATIONS:**

- Education: Any combination of education or experience which meets the requirements of the position. BA or BS preferred.
- Previous audio/ visual multimedia experience
- Is certified or has specialized training in audio visual systems
- Experience in training and supporting volunteers preferred
- Demonstrates excellent organizational and communication skills
- Enjoys connecting and working with people
- Passionate about supporting people's involvement at the Center
- Adaptive to change. Due to seasonal events and special projects, this position will sometimes require evening and additional weekend hours, with prior notice.
- Well-organized servant leader who creates a culture which inspires excellence, teamwork, service leader mindset, and integrity.