

AVL (Audio, Visual, Lighting) Technician Job Description

Pasadena Presbyterian Church

Job Title: AVL (Audio, Visual, Lighting) Technician

Job Purpose: Responsible for enabling and ensuring the highest possible production quality worship services and other events held on the PPC campus (sanctuary, chapel, fellowship hall, and other venues as appropriate).

Reporting Relationship: Church Administrator

Day-to-Day Working Relationships: Pastoral and Music Staff for Worship Services, Music Staff for special musical events, Church Administrator for all other events. A staff Sound Technician will have primary responsibility for sound-related resources and will work closely with the AVL Technician.

Directly Supervises: Church volunteers, staff Sound Technician

Employment Status: Part Time (estimate 12-15 hours/week average)

FLSA Status: Exempt

Estimated Annual Salary: \$27,300 - 31,200 (\$35-\$40/hour * 12 hours/week * 52 weeks/year), depending on experience.

Hours: 8:45 am – 2:15 pm Sundays (5 ½ hours) plus additional time as needed for equipment-related responsibilities, maintenance, staff coordination, and special events.

Purpose: The Audio & Video Equipment Technician is responsible for setting up, installing, operating, testing and troubleshooting audio and video equipment, resulting in the effective production and presentation of worship services and special events, both live and on social media. For our major weekly event, Sunday morning worship (English service at 10:00AM, Korean service at 12:00), the goal is to produce the best possible atmosphere for worship through the appropriate deployment of PPC's AVL resources. This includes but is not limited to: creating the best music mix possible, creating an audio mix that meets the mood the pastor/worship leader wants to convey, ensuring that the light is appropriate to the service and is not unnecessarily distracting to those presenting the service, ensuring that the appropriate outbound feeds (YouTube, Facebook, Charter Channel 32) are functional, and supporting the audio needs (hearing assistance devices) of the people attending the church service or event.

Specific Responsibilities:

- Pre-event: Ensure that all hardware is operational and deployed per the requirements of the event. Such hardware includes microphones and speakers (chancel and choir areas), as well as auditorium speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables as needed, and control booths (sound, video, lights). Includes ensuring functionality of outbound interfaces (YouTube, Facebook, Charter Channel 32), and connectivity of Powerpoint for as needed.
- Post-event: Ensure that all equipment deployed for the event is properly stored.
- Oversee work of sound technician, including set up and operation of sound equipment, providing sound checks, to include gain settings, monitor mixes, proper volume settings, and eq/mixing process. Ensure sound levels during events are appropriate. Able to "fill in" if the Sound Technician is absent.

- Test and resolve equipment issues.
- Diagnose and correct media system problems, including emergency repairs.
- Coordinate with Broadcast and AVL team (volunteers and other paid staff)
- Work with all language ministries as needed (described below)
- Coordinate with event leader regarding specific setup requirements for a particular event, include desired rehearsals, mic checks, and walk-throughs.
- Ensure that lighting for an event is appropriate (color, placement of lighting devices as needed), and operate the light board during the event as needed.
- Oversee storage and maintenance of hearing assistance devices.
- Recommend and facilitate maintenance of all AVL equipment.
- Recommend new equipment purchases as needed.
- Suggest improvements in worship and event presentation such that our AVL capabilities contribute in an optimal way to the effectiveness of the event.
- Create and maintain an operations manual, documenting our current AVL environment, including presets that have been established.
- Train and develop volunteers and paid staff such that a high level of technical quality is maintained for all events.

Expected Work Schedule:

- Sunday, arrive 8:45AM, provide support for English Service (10AM-11AM) in the sanctuary, as well as the Korean Service (12:00PM-1:30PM). Assist in preparation for both services, working with each language group's volunteer team. Tasks involve equipment deployment (it may be different for the two services), mic checks, etc. Ensure all equipment is properly stowed following services.
- Sunday, ensure that the Spanish service (10AM-11AM) in the chapel is properly resourced with working equipment and volunteers who know their job. Check on status of equipment after the service to ensure it is properly stowed.
- Special Events and services – up to 10 per year – includes dress rehearsal as well as event, up to 3 hours for each event.
- Staff Meetings as needed, on Tuesday mornings
- Independent work as needed to ensure that all equipment is working, and is properly stored. Perform periodic maintenance as needed on equipment such that the equipment remains in good working order, and that warranty terms are complied with.

Qualifications and Skills Required:

- Able to work in team settings and take directions.
- Able to train both paid and volunteer staff such that the expected level of technical quality is maintained for all services and events.
- Knowledge of audio systems and large-format digital consoles
- Experience mixing audio successfully in the live environment
- Good communication skills with both technical and non-technical people
- Knowledge of lighting in the context of worship services, special musical events, and other presentations (e.g. book signings).
- Knowledge in video recording and editing
- Proficient in ProPresenter and PowerPoint, and other software used in the production and presentation of worship services and special events.
- Ability to be flexible, think quickly and react/troubleshoot in high stress situations, e.g. when hardware, software, and/or streaming are not working correctly minutes before an event's start time.

- Willing to attend training sessions and read/watch other training material for improving existing skills or learning skills required for PPC's AVL environment.
- Familiarity with, or having the ability to quickly learn, our technology environment as it relates to lighting, sound, and audiovisual presentations. Hardware and software currently includes:

Audio

- Roland M-5000 mixing console *
- Roland M-48 mixing system
- Meyer CAL96 plus 900-LFC subwoofer
- Various models of Shure wireless mics and receivers
- Various other mics and receivers
- Various Yamaha and QSC powered speakers

Video

- Sony robo cams (2 @ BRC-1000, 3 @ SRG-400) *
- Sony RM-IP500 controller *
- Vaddio robo cams (4 @ RoboShot 30, 1 @ RoboShot 12) *
- For-A Hanabi M/E switcher *
- BMD (Black Magic Design) hubs (1 @ 20x20, 1 @ 12x12) *
- BMD ATEM Television Studio HD (2) *
- BMD 4K HyperDecks (2) *
- BMD Web Presenter (2) *
- AJA converter/scaler
- Epson L1755UNL (2) *, ELPLM10 lenses (2)
- Chapel projector -- can't recall brand or model
- Extron IN1608 plus smaller system in Chapel *
- Various converters (protocol, frame rate, etc.)
- Various monitors (Samsung and others)
- iMac running ProPresenter, and OBS outputting to Castr

Lighting

- Chamsys QuickQ 20 *
- Primarily Elation Chauvet instruments
- DMX (wired and wireless)
- ETC dimmer systems (2)

Items noted in the list above with a * have occasional firmware and/or OS upgrades that are required.

- Willing to affirm and commit to support PPC's vision statement:
***Pasadena Presbyterian Church** offers sacred space for the city, building a worshipping community whose foundation is the inclusive love of God. Through the hospitality of Jesus and the guidance of the Holy Spirit, we witness to our oneness in Christ by bridging boundaries of age, language, race, class, culture, gender and sexual identity. We welcome all people to serve as Christ's disciples for our diverse multicultural city and world. By nurturing the mind and spirit, celebrating the creative arts, and engaging in local and global mission, we proclaim hope.*

Physical Requirements & Working Conditions:

- Ability to manage the deployment of audio-visual equipment, with the ability to lift up to 40 lbs.
- The audio/lighting control booth is on the second floor with no elevator/lift access.
- Access to some of our speakers, lights, and cameras requires working on a ladder, or working in fairly small spaces.