

Mount Pleasant Baptist Church
6477 Lincolnia Road
Alexandria, VA 22312

Position Description

Title:	Audio-visual (AV) Production Coordinator	Salary:	\$20.00/hour
Status:	Part-time (15 hrs. or more)	Location:	On- and Offsite
Schedule:	Weekdays and weekends	Reports To:	Pastor and Executive Board
Starting Date:	Immediate		

Position Summary

The AV Production Coordinator is a part-time position working with the Mount Pleasant Baptist Church AV Ministry. The AV Production Coordinator will be the gatekeeper for AV Ministry which will be responsible for facilitating, coordinating and producing quality broadcasting throughout the lifecycle: pre-production, production and post-production for all sermons and church events. The AV Production Coordination will monitor and supervise the website development.

Area of Responsibilities

Pre-Production:

- Maintain a checklist for the AV Ministry for pre-production processes.
- Create work schedules to meet deadlines and to ensure the correct props are in the proper setting.
- Ensure all information is correct, identified, and tagged on all media and the website.
- Primary person to create and maintain a calendar of events with dates of production, timelines and deadlines.
- Primary person to receive all requests for broadcasting and web page development.
- Coordinate all production processes with the AV ministry.
- Approve all changes and concerns from the AV ministry.
- Communicate with the Pastor, Music Ministry and/or church officials on a weekly basis to address AV functionalities and major concerns, adjustments, production expectations, and website delivery.
- Inform the Lead AV Manager of any necessary information and/or concerns from the Pastor, Music Ministry, and/or church officials.

Production:

- Facilitate, coordinate, monitor and work with Lead AV Manager, and AV Technician Assistants on video, sounds, props, background appearance, accuracy and clarity for every production via Zoom, Youtube, FaceBook or any electronic broadcasting.
- Coordinate and work with other Ministry Leaders to ensure each production is broadcasted timely.

- Ensure final approval from the Pastor for broadcasting and website publications.
- Ensure a video presentation is of its highest quality by working with Lead AV Manager in maintenance, assembly, and operational duties on a wide range of AV equipment., video components: cameras, video screens, microphones, lights, and sound mixers.
- Coordinate with Lead AV Manager in managing video production via Adobe Premiere Pro & Creative suites and photo editing (Photoshop / Lightroom) or recommended software.
- Work in AV Booth with Lead AV Manager during all live and pre broadcasting.
- Serve as a back-up for the Lead AV Manager.

Floor Management:

- Manages all microphones on the floor; batteries, locations, and/or replacement as necessary.
- Manages the flow of pulpit guest and participants, staging of equipment, and synchronize floor communications.
- Manages AV cables, floor safety, repairs, routing, etc
- Maintain equipment inventory and documentation of maintenance.
- Monitor and supervise technical details such as cameras, location, lighting, equipment needs, audio needs, staff requirements, and background appearance.
- Setup and manage Zoom calls during or before any broadcasting for any event.

Post Production:

- Provide a monthly assessment of the production processes.
- Inform the Pastor and/or church officials of changes, AV needs, trends in the state-of-art equipment, problems and concerns.
- Evaluate and monitor “lessons learned” and provide ideas and suggestions for implementing changes.
- Maintain a tracking log of all problems and advise on best practices.

Website Production:

- Monitor and supervise the development and accuracy of website pages, keep the site updated and ensure timelines are met.
- Primary person to receive requests from the Ministry Leaders and the Pastor to create web pages and maintain and update website content.
- Work with Website Developer to respond to users and troubleshoot all website issues.
- Assist Website Developer in developing design, layout, and coding of the website when needed.
- Perform functional testing to ensure all links are connected to appropriate content, content structure is accurate and clear, easily accessible, and user friendly for all generations.
- Evaluate and monitor website performance, technical and graphical aspects, functionality, and appearance.
- Create strategies to grow reviewers and users and track web traffic metrics.
- Monitor users’ comments and suggest improvements to enhance users’ experience.
- Ensure the website is maintained with best practices and current trends.

- Identify and respond to all website security breaches and ensure that the website is protected.
- Ensure that the website meets the church's culture and vision.
- Collaborate with current or future vendors and Website Developer to address concerns, integration, and updating of content.

Job Qualifications

Minimum Requirements:

- AAS degree or 3 years prior experience in film, broadcast, communication, or a related field preferred.
- Knowledge of AV production workflow and willing to learn all broadcast operations.
- A balance of audio, video and web broadcast operational capabilities expected.
- Willing to learn IT capabilities, LAN creation and management,
- Willing to learn or the ability to specify, configure and operate all equipment.
- Ability to multitask and work under time related pressures.
- Willing to learn or knowledge of all current AV equipment in use and their applications.
- Flexible work hours, specifically weekends.
- Willing to learn soldering, cable repair/creation (analog and fiber), cable testing and termination.
- Willing to learn all floor operations, equipment and management.
- The ability to adapt to changing technology paramount.
- Excellent computer skills mandatory.

Preferred:

- Creative/technical balanced types preferred
- Working experience with ProPresenter, Adobe suite or Final Cut pro a plus
- Prior experience as a Project Coordinator a plus.