

JOB POSTING



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012

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Audio Visual Manager

Employment Status and Hours:	Exempt; Regular Full-Time
Prepared Date:	February 2022
Reports to:	Systems Improvement Director
Typical Work Schedule:	40 hours per week; work hours include some evenings and Saturdays, every Sunday; must be available during the week for planning, technical maintenance and video production
Job Summary:	Provide technical expertise and team leadership for the church's audio, video, and lighting needs as well as the technical development, production, and training needs for live and post-production.
Delegated Authority:	Key volunteer leaders and vendors as needed

DUTIES AND RESPONSIBILITIES:

- Oversee audio, video, and lighting needs for in-person worship services and church events as well as online events
- Organize, cut, edit audio and/or video footage and add subtitles if needed
- Coordinate scheduling, recruitment and training of volunteers; develop training curriculum
- Support key volunteer leaders for each language group: English speaking, Cantonese speaking and Mandarin speaking
- Competent knowledge to run and troubleshoot church's A/V systems and equipment
- Maintain and update equipment; assist in installation of new equipment
- Develop and monitor annual A/V budget
- Provide monthly A/V status report to church leadership

WORKING RELATIONSHIPS:

As a member of the administrative staff, this position will have daily contact with pastoral staff, other administrative staff members, and various ministries/committees as well as frequent contact with lay workers. On many occasions, this position will have contact with third parties on behalf of the church. In all instances, this staff member must maintain a professional and spiritual decorum in all contacts and communications (both written and oral) with all parties at all times.

MINIMAL QUALIFICATIONS AND REQUIREMENTS:

EDUCATION:

College degree preferred

KNOWLEDGE AND WORK EXPERIENCE:

Minimum two years' experience in AV and technical leadership

SKILLS AND REQUIREMENTS:

- Passion for excellence in the weekend experience: online streaming, live production, post-production
- Experience with live and studio production
- Knowledge of signal flow and troubleshooting; ability to install, maintain and operate a wide variety of technical and production equipment (e.g., analog and digital audio systems)
- Proven experience recruiting and empowering volunteers and key leaders; must enjoy working with others
- Able to help plan, organize and execute service design with pastors
- Experience with maintenance, set up, and operation of portable audio systems for special events outside of church campus
- Working knowledge of Faithlife Proclaim preferred

LANGUAGE SKILLS:

Good verbal and written English required; ability to converse in Cantonese and/or Mandarin and read Chinese preferred

CERTIFICATIONS OR LICENSES: N/A

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

Occasional lifting, carrying, pushing, and pulling of objects weighing up to seventy pounds. Talking, hearing, seeing, and keyboarding is required with stooping, crouching, and reaching.

ACCOUNTABILITY

- Acknowledges and agrees to abide by FCBCLA's Constitution and By-laws and Statement of Faith
- Dependable and consistent work attendance

CANDIDATE PROFILE:

- Born again Christian, worships regularly, maintains consistent spiritual life and disciplines
- Able to maintain strict confidentiality
- Respectful towards authority and subordinates
- Culturally sensitive and aware
- Demonstrates sound work ethic and a "customer service" orientation

Salary is commensurate with experience.

This job description is intended to convey information essential to understanding the scope of this position and not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is subject to change by the church as the needs of the church and requirements of the job change.

PLEASE SUBMIT RESUME to may.lew@team.fcbc.org