



# BRECKSVILLE

## UNITED METHODIST CHURCH

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<b>Job Title:</b> Audio Visual Director	<b>Compensation:</b> Hourly	<b>Education:</b> Audio Visual training or work experience
<b>Supervisor:</b> Senior Pastor		
<b>Work Period:</b> Part Time. Year Round. Including Sundays and Holidays.		
<b>Date Updated:</b> May 2026	<b>Reviewed By:</b> Leadership Board	

### Position Overview

The Audio-Visual Director at Brecksville UMC is a "**technical coach**" who leads a team of volunteers in the production of live and streaming worship services. Like a coach, this role develops the weekly game plan, recruits talent, and equips the team for success. **What is success?** Success is ensuring the Gospel is heard and seen without distraction, reaching people with the message that God loves them "even if, and no matter what." By combining technical excellence with a teacher's heart, the AV Director creates a seamless environment—both in our sanctuary and through our digital front door—where seekers can find a safe space to grow with God and one another.

### Primary Responsibilities

#### 1. Audio Engineering & Quality Control

- **Front of House:** Act as the primary sound engineer, ensuring a balanced, clear, and professional mix wherever the service is being experienced - in the sanctuary, on the front lawn, in Fellowship Hall, the parking lot, or online.
- **Broadcast Mix:** Manage the digital audio feed for the livestream, ensuring remote congregants have an immersive experience.
- **Troubleshooting:** Identify and resolve issues within the signal chain (mics, monitors, board settings, and digital networking).

#### 2. Visual & Media Management

- **ProPresenter 7 Assembly:** Build the weekly presentation deck using provided sermon notes and song lists in Planning Center, utilizing Looks and Themes for both in-house and livestream displays. *Note: Original graphic design, branding, and motion background selection will be provided by the Director of Communications; this role focuses on the high-level technical execution and formatting of those assets.*
- **Livestream Oversight:** Manage the 4-camera PTZ system and Boxcast encoding software to ensure a high-quality Digital Front Door for seekers. Schedule broadcasts and maintain archives of past services.

#### 3. Volunteer Leadership & Development

- **Training:** Actively coach and mentor the current volunteer team (Sound and Slides), moving them from operators to proficient technicians.
- **Recruitment:** Assist in identifying and onboarding new volunteers to build a sustainable, healthy rotation.

#### 4. Systems Stewardship

- **Maintenance:** Perform routine updates on hardware/software.
- **Future Vision:** Advise leadership on incremental upgrades, specifically focusing on sanctuary lighting, audio clarity, and flexibility of worship spaces.

#### 5. Special Services & Hybrid Meeting Support

- **Liturgical & Holiday Services:** Lead the technical planning and execution for seasonal services, including Ash Wednesday, Maundy Thursday, Good Friday, Easter, Advent services, and Christmas Eve. (This includes adjusting lighting "scenes" and soundscapes to match the tone of the service).
- **Hybrid Meeting Facilitation:** Provide technical setup and support for key congregational meetings and hybrid events.
  - Manage the Meeting Owl and Zoom interface to ensure both in-person and remote participants can see and hear clearly.
  - Train staff/team chairs on basic self-service hybrid setup for smaller meetings.

#### 6. Weddings, Funerals, & Memorial Services

- **Technical Lead:** Serve as the primary AV technician for all weddings and funerals held in the sanctuary.
- **Family Liaison:** Coordinate with grieving families or wedding planners regarding media needs (tribute videos, specific musical tracks, livestreaming for out-of-town guests).
- **Financials:** This role typically carries an additional per-event fee (honorarium) paid outside of the base salary, as determined by the church's fee schedule.

#### Required Skills & Heart-Set

- **Technical Proficiency:** Advanced knowledge of digital sound consoles (signal flow, EQ, compression) and ProPresenter 7 or similar presentation and streaming software.
- **A Teacher's Patience:** Ability to explain complex technical concepts to non-technical volunteers with grace and clarity.
- **Servant's Heart:** A deep understanding that tech is a tool for ministry, intended to help people connect with God and the church community.
- **Cool Under Pressure:** The ability to troubleshoot calmly during live services.

#### Basic Requirements

- High school diploma or equivalent (required).
- Committed to Brecksville UMC's vision, mission, and goals.
- Serve with enthusiasm as a member of an open, welcoming, Christ-centered team.
- Must successfully complete a background check prior to employment.
- **Physical Requirements and Working Conditions:**
  - **Auditory Proficiency:** Must have the ability to discern fine audio details, balance frequencies, and identify sonic inconsistencies in a live environment.

- **Visual Acuity:** Must be able to operate digital consoles, monitor multiple computer screens simultaneously, and observe stage activity from a distance (the tech booth).
- **Mobility:** Must be able to navigate the sanctuary, and other worship spaces, including climbing stairs to the balcony tech booth, moving around stage areas and setting up equipment outside.
- **Physical Strength:** Ability to lift, carry, and position equipment (such as speakers, monitors, or cable trunks) weighing up to 50 pounds.
- **Manual Dexterity:** Ability to handle delicate technical equipment and operate fine controls on digital boards and cameras.
- Must be comfortable working in varying light conditions, including low-light booth environments and bright stage lighting.

## Qualifications

- Advanced technical learning aptitude; ability to seek out and teach new technologies.
- Working knowledge of digital sound consoles, microphone placement, and signal flow.
- Proficiency in ProPresenter and livestreaming platforms.
- Strong interpersonal skills; ability to remain calm and to troubleshoot in a live environment.
- IT experience and hardware maintenance preferred.

## Compensation & Work Schedule

- **Type:** Part-Time, Hourly. Sunday mornings are mandatory.
- **Rate:** \$25.00 – \$32.00 per hour (commensurate with experience).
- **Restoration Phase (First 90 Days):** Authorized for up to 20–25 hours/week for system reset and volunteer training.
- **Maintenance Phase:** Target of 12–15 hours per week following the initial 90-day review.
- **Additional Event Income:** Weddings and Funerals are paid via a separate per-event honorarium provided by the requesting families, according to the church's current fee schedule.

*NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of BUMC.*