



Coordinator of Audio/Visual Services

St. Stephen's Episcopal Church in Wimberley, Texas, is currently seeking a paid part-time Coordinator (10 hours) of Audio/Visual Services. This role will support the Church by managing technical services, including events, audio-visual equipment, and relevant facility operations; assists with all audio/video needs of the church and its entities; works with staff and parishioners in education and coordinating their audio/visual needs. The ideal candidate must be proficient at setting up audio visual components and enjoy variety in their work, which includes elements of customer service and interaction. This position reports to the Rector and Parish Administrator.

Tasks & Responsibilities:

- Live-streaming of in-house and offsite events as required.
- Audio/video coordination for the church and its entities. Training and scheduling A/V teams.
- Preparing slides and graphics on Pro-presenter for Sunday services or special events.
- Managing vendors related to any audio/video needs of the church.
- Site inspections and equipment testing at all locations prior to events as necessary.
- Set-up for Power Point presentations, microphones, and other A/V needs for internal meetings.
- Editing, mixing and mastering of scheduled worship services.
- Perform additional duties as assigned

Qualifications:

Required eligibility includes graduation from high school or GED equivalent. Additional eligibility qualifications include five years of increasingly responsible-related experience, or any equivalent combination of related education and experience.

Key competencies required for the position include:

- Ensures a flawlessly executed event through accurate and timely setup, operation, and breakdown of basic audio/visual equipment.
- Understands the technical aspects of the job and demonstrates basic operational ability to troubleshoot and problem solve with equipment and software issues.
- Handles equipment challenges and changes in a timely and professional manner.
- Available most Sundays and special events as needed.
- Strives to exceed the expectations and needs of staff and parishioners.
- Maintains positive relationships through effective communications.
- Ensures that ministry needs are met and the equipment setup is working properly.
- Excellent communication and computer skills (Microsoft Word, Excel, Outlook, Pro-Presenter, PowerPoint). Our selection process includes a background check and Safeguarding Children Workshop required by our Diocese. Resumes may be emailed to jwatson@ststeve.org.