



SOUTHERN UNION CONFERENCE

Job Description

Job Title: Audio/Visual Director	Type of Position:	Hours Per Week <u>N/A</u>
Location: 302 Research Dr., Peachtree Corners, GA 30092	Full Time <u>X</u>	Remuneration Rate: 90% to 105%
Department: Audio/Visual Department	Part Time _____	Exempt <u>X</u>
Reports To: President	Intern _____	

POSITION SUMMARY:

The Audio/Visual Director supports, manages, and ensures operating capabilities of technical equipment for events. This position is responsible for servicing event needs through audio and visual support services in coordination with departmental needs and best practices. This position also manages and mobilizes A/V teams needed to service conference events. Responsible for the overall management of A/V equipment and events.

SCOPE OF RESPONSIBILITY:

- Procurement and management of all A/V infrastructure.
- Participate in design, lead implementation, and provide ongoing support of Southern Union Conference (SUC) video conference rooms.
- Ability to setup and support events and meetings.
- Interface with departments to ensure needs are met for events within budget.
- Ability to assemble a team, manage, and service major events.
- Manage event requests and calendar of events and ensure needs are adequately addressed in a timely manner.
- Manage A/V service vendors and integrators to ensure project and support is delivered as defined.
- Collaborate with Communication and IT Departments, as needed.
- Coordinate and assist set-up and support for Zoom/video conference meetings as requested and ensure that on-site support is provided during these meetings.
- Provide training to all staff relating to effective use of the A/V technologies.
- Monitor usage and capacity for the video conference infrastructure.
- Assess, identify, and recommend opportunities to improve and enhance A/V equipment and procedures.
- Hands-on experience with servicing events, setting up, and troubleshooting A/V equipment.

RECOMMENDED EDUCATION/EXPERIENCE:

- BS/AS degree in Mass Communication, A/V Production, or related field.
- Ideal candidate has a background in live sound with capabilities in other areas of production.
- Working knowledge of live video production and systems.
- Familiar with current industry standard formats and techniques.
- Expert knowledge and experience with digital audio production for a live environment. This includes an advanced knowledge of wireless systems.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the SUC and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership, and organization. Ability to develop long and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as SUC personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Standing, walking, bending, kneeling, carrying of infrastructure items, etc. required. This position requires working onsite unless approved by ADCOM or job demands being in the field. Must be able to travel extensively in all parts of the SUC territory under varying conditions.