

Saltwater Unitarian Universalist Church Audiovisual & Sound Tech Job Description

6 hours per week, Fridays 2 hours (flexible timing), Sundays 8:30am -12:30 pm

\$25 per hour

Part-time, non-exempt

Reports to: Minister

Position Purpose

Saltwater Unitarian Universalist Church, a liberal, welcoming congregation in Des Moines, WA is seeking an Audiovisual and Sound Tech to support our multiplatform Sunday worship services.

Core Competencies

- Experience working with audio equipment, sound board, cameras, Zoom management and/or a sound board
- Skilled in working with essential computer programs on a PC: Zoom, Google drive, docs, and slides, and email
- Responsible, punctual, detail-oriented, organized, and a team player
- Good verbal and written communication skills
- Aware of and respectful of Unitarian Universalist values. Learn more at <https://www.uua.org/beliefs/what-we-believe/principles>

Main Duties

During the week (typically Friday):

- Coordinate with Director of Faith Formation to ensure story for all ages book is scanned and added to slide deck
- Review worship slides, OOS and script for clarity, correctness and completeness
- Email OOS & Script to worship participants the Friday or Saturday before the service, not any missing or confusing pieces in OOS, Script & slides

Sunday morning:

- Print out OOS & Script plus Community Connections on Sunday mornings before service
- Set up for Sunday morning worship as part of a two person team, including turning on equipment, setting up microphones, and preparing for worship rehearsal
- Participate in rehearsal, including sound checks in-person and online, coordinating with digital usher over zoom, confirming cues for camera, and troubleshooting issues
- Partner with another AV Tech to share responsibilities during worship, including sharing and transitioning slides, muting and unmuting mic channels, adjusting camera with remote, and attending to sound and visual needs throughout service
- Turn off and store all equipment in secured locations at end of service
- Send out weekly tech notes email after service including what went well and what went wrong with the technology aspects of Sunday service

Ongoing/As Needed:

- Support refinement of procedures and troubleshooting document to streamline operations
- Work with and train volunteers as back-up AV & Sound assistants
- Coordinate with AV staff & volunteers to ensure two people are signed up to cover AV desk each week
- Collaborate with staff to research, update and maintain AV systems
- Attend monthly staff meetings and occasional relevant committee meetings

Additional Duties

- Additional hours possible for multiplatform special events, worship services, memorial services, and weddings based on availability. Same hourly rate.
- Potential for separate contract for additional hours of employment in similar role with other congregation that meet in our sanctuary

To Apply:

Email resume, cover letter and three references to minister.swuuc@gmail.com

Studies have shown that women and people of color are less likely than white men to apply to jobs unless they meet every single qualification. We encourage those with marginalized identities to apply if they have some of the qualifications listed and the willingness to learn and grow with the position.