

Job Specification – AV Tech Support



Location: St Nicholas Church, Sevenoaks

Reporting to: The Operations Director

Main purposes of the role:

- To support the ministry team by delivering a high quality AV offering at all church services and events.
- To ensure the audio visual equipment used to enhance our worship and ministry at St Nicholas is prepared, maintained and operated to the highest standard.
- To train others in the proper use of such equipment

The post was originally introduced from September 2015 as part of the Ministry Associate programme but has now evolved further.

The role is part time and whilst there are specific jobs to be carried out during the week, the hours are flexible to allow for regular daily / monthly requirements.

In addition to taking responsibility for regular church events, there are additional events throughout the year where the AV Tech is needed – these can be one off church events or external bookings where tech support is required.

Sunday support:

A Sunday takes up to 7 hours

- To be in attendance at the 9.15am, 11am and 6.30pm services;
- To be expected to operate sound, projection or lighting in at least one of the morning services.
- In advance, to ensure the church PowerPoint play lists for Sunday services are prepared and uploaded to the gallery pc and to edit any Powerpoint/videos etc required by the service leaders/ speakers.
- Before services, to ensure technical checks have been made and the equipment is ready to use and that any special requirements/ displays have been tested.
- Constantly to look for and be encouraged to develop new and different ways to utilise the assets to enhance our worship and the sharing of God's Word in Sevenoaks.
- Occasional AV requirement after evening service if special event being held eg After 8 event

Weekday support:

- To ensure the chancel area and the gallery are kept neat and tidy at all times.
- To ensure that all sermon recordings are edited and uploaded to the church website in a timely manner each week.
- To ensure all AV tech requirements for the week are covered – either by being available to do so or by ensuring the MAs are aware and have everything needed available to them.
- To attend monthly prayer gathering and take responsibility for AV operation.

The AV Tech has specific duties such as:

Equipment

- To be fully familiar with the setup, operation and maintenance of the sound, display and lighting systems in use at the main church building. Specific training will be provided as necessary.
- To maintain a full asset list of the all the elements of the systems we use and ensure they are suitably held securely.
- To ensure appropriate plans for maintenance and replacement of the assets are in place and acted upon.
- To update the documented procedures for the setup and usage of the systems
- To be responsible for the setting up or taking down of technical equipment in the Church building.
- At large events to act as supervising engineer with support to ensure technical sound checks are properly performed with minimal impact on the incoming audience / congregation.

Rotas

- To draw up and maintain rotas for all roles to be filled at all events, and to develop a pool of “reserves” to be called upon as required in emergencies.

NOTE: the AV Tech should not be expected to operate for all special events but should develop the rota to ensure others are trained and can be asked to be available.

Training:

- To provide appropriate technical training for the church family (preferably on a Sunday afternoon or “on the job” during services)
- To provide training specifically for staff, allowing the potential for various members of staff to be available if required in an emergency eg new MAs.

Personal Profile:

Essential:

- To be sympathetic to the ethos of the Church of England.
- To have the ability to work independently, taking responsibility and being accountable for proper completion of all tasks.
- To have flexibility in work patterns to fit in with the requirements of the church.
- To have the ability to work under pressure and to use his/her own initiative.
- To show willingness to work as part of a team.
- To be honest, well organised and detail-orientated, with the ability to handle multiple competing demands calmly.
- To be able to use the church IT systems.

Desirable:

- Be a communicant member of the Church of England.

Hours:

- The post is offered at 18 hours per week as follows:-
 - Sunday – 7 hours (8:40am to approx. 1pm, 5:45pm – 8pm approx.)
 - Monday – 9-1pm *
 - Wednesday – 9-12noon *
 - Friday – 9-1pm *
- * Hours on weekdays may be flexible depending on need that week

Remuneration package on offer:

- Salary of £7,500 paid monthly in arrears
- An annual holiday entitlement of 12 weekdays plus 4 Sundays to be taken at a time agreed with your line manager plus Statutory Bank Holidays (where you are required to work such holiday, time off in lieu will be offered)
- Employer contribution to stakeholder pension scheme (matched to 7.5% of salary) if appropriate
- Statutory sick pay and other statutory entitlements
- Relevant and appropriate training

In addition to this, duties in respect of additional special services (such as Maundy Thursday, Easter, Christmas), will be paid at the same hourly rate. Attendance for weddings, funerals, concerts etc will be paid at the agreed fees charged to the event organiser.