

SAN FRANCISCO SOLANO CATHOLIC CHURCH

Position Description – AV Technician

Position Title: Audio Visual (AV) Technician

Part Time-occasional/flexible- avg 15hrs/week; Non-Exempt/No Benefits (Hourly \$16-\$40/hr)

Reports to: Music/Production Coordinator

General: Primarily responsible for running liturgical masses and some small event production and celebrations. The ideal candidate will be experienced in various aspects of Audio Visual production, attentive to detail and customer service oriented.

Duties/Responsibilities:

- Partners with Music/Production Coordinator to provide AV support for preparation and execution at all Liturgical events at Solano.
- Partners with Music/Production Coordinator to provide event support for various Solano programs.
- Partners with Music/Production Coordinator to set up AVL equipment as needed
- Partners with Music/Production Coordinator to ensure functionality/organization of production equipment. Also will perform upgrades to systems as directed.
- Oversees use of soundboard/Pro Presenter/ Video equipment
- Able to work weekends/evenings and some holidays – schedule will be variable
- Other duties as needed

Qualifications/Requirements:

- Flexible Schedule
- Organized and reliable
- Basic Livestream programs
- Experience with live production equipment, or willingness to be trained
- Knowledge of Pro-Presenter, Mac OS, Allen & Heath Avantis, SQ5, Castr preferred
- Knowledge of Catholic mass procedures preferred
- High School diploma preferred