

CPC Danville - Open Position
AVL Specialist

TITLE: AVL Specialist

HOURS: Full-Time, 30 hour position with a combination of scheduled requirements as well as seasonal demands and large-scale productions.

SCOPE OF JOB: Support the technical aspects of the Worship & Arts ministry, including worship services, special worship events, and regularly scheduled ministry events. Support includes: audio mixing, video editing, set up and tear down of audio and video equipment, staging, and basic operation of lighting equipment.

WORKING RELATIONSHIPS: Works closely with other tech arts team members, with worship leaders and pastors of each worship venue or event, and with representatives of other CPC ministries and community leaders as necessary.

REQUIRED EXPERIENCE/SKILLS

- Extensive FOH audio experience with full band at a House of Worship
- Experience with video equipment and video editing (e.g. Adobe Premiere, Final Cut)
- Experience in digital audio editing (e.g. ProTools, Ableton)
- Basic knowledge of lighting techniques/programming
- Working knowledge of audio and presentation software (e.g. Dante, ProPresenter, Planning Center)
- Good oral and written (English & grammar) communication skills
- Proven track record working as a team member

HELPFUL EXPERIENCE / SKILLS

- Familiarity with Adobe Suite (After Effects, Photoshop, Illustrator)
- Experience as a videographer and video editor

PERSONAL CHARACTERISTICS

- Team First work ethic, solid people skills; ability to build and maintain positive relationships with employees and volunteers
- Teachable - a desire to continue learning and build on existing skills
- Well organized and attentive to details
- Ability to work independently & responsibly
- Able to achieve deadlines.

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PRIMARY RESPONSIBILITIES:

1. Weekly Duties
 - a. Set up for rehearsals and attend when requested
 - b. Saturday and Sunday services
 - i. Shared responsibility in making sure the stage is properly set up prior to Worship services
 - ii. Run tech for Saturday and/or Sunday and midweek rehearsals and worship services as scheduled
2. Provide audio and video support
 - a. Shared responsibility for FOH audio mixing in worship services on Saturday and Sunday
 - b. Shared responsibility providing technical support for musical rehearsals and pre-rehearsals, including set-up, as well as post-rehearsal tear-down
3. Assist the Worship/Arts team with brainstorming creative programming ideas
 - a. Take ideas and concepts from brainstorming meetings to the video team and assist with production coordination for videos used in worship services

SECONDARY RESPONSIBILITIES:

- Be aware of and follow the employee procedures documented in the Human Resource policies and procedures handbook
- Be aware of and follow CPC's personal conduct guidelines
- Build and maintain positive and effective relationships with the Pastoral Staff and other CPC employees
- Demonstrate professional and positive communications and attitude
- Keep your supervisor informed of problems within your areas of responsibilities and include suggested solutions for any problems identified
- Seek and act upon ways to increase your work effectiveness
- Perform all duties to meet time and program requirements
- Perform other duties as requested by the supervisor

PHYSICAL REQUIREMENTS:

- Installs/builds rigging, lighting, sound equipment, and erects stages, including crawling in tight spaces, operating lift equipment, operating construction tools and equipment.
- Moderate physical activity. Must be able to lift and carry up to 50 lbs, and/or standing and/or walking an average of 4 hours a day.
- Climbs ladder to ceiling grid, inserts ends of cables or ropes through ceiling grid, and attaches cables to scenery, curtains, equipment, support pipes, and counterbalance weights and operates lighting and sound equipment during rehearsals and performances, following audio or visual cues.