

CPC Danville - Open Position  
AVL Specialist

**TITLE:** AVL Specialist

**HOURS:** Full-Time Position with a combination of scheduled requirements as well 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 audio mixing, video editing, set up and tear down of audio and video equipment, 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 as necessary.

**REQUIRED EXPERIENCE/SKILLS**

- 3 years or more experience (or equivalent) at a House of Worship
- Experience as a videographer and video editor
- Experience with video equipment and video editing (e.g. Adobe Premiere, Final Cut)
- Experience as a FOH sound technician
- Experience at digital audio editing (e.g. ProTools, Ableton)
- Basic knowledge of lighting techniques/programming
- Good oral and written (English & grammar) communication skills
- Working knowledge of presentation software (e.g. ProPresenter, PlanningCenter)
- Proven track record working as a team member
- Proven track record managing client relations

**HELPFUL EXPERIENCE / SKILLS**

- Experience with soldering and repair of cables and equipment
- Familiarity with Adobe Suite (After Effects, Photoshop, Illustrator)

**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. Assist the Worship/Arts team with brainstorming and 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
  - b. Develop and design lighting needs for services and special events
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. 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 rehearsals and worship services as scheduled

**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 area 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 your supervisor