

Audio and Video Technician

Grace Community

Job Title: Audio and Video (AV) Technician

Supervisor: Director of Audio/Video Department of Grace Community School

Department: Audio | Visual Department

Work Status: Full-time, Salaried

Job Overview:

All staff of Grace Community are expected to walk in a manner worthy of their calling in Christ, and to exercise the utmost in Christian integrity before God and men, maintaining as their first priorities: their relationship to Jesus Christ and their family.

This position has the primary focus of assisting and supporting teachers, administrators, and other staff through training, installation, maintenance, and operation of AV equipment in classrooms and large venues at the Upper Campuses of Grace Community School.

Primary Responsibilities:

- **Install** AV equipment including TVs, projectors, speakers, and Smart Boards in classrooms or other venues as directed by the School AV Director or Senior Worship Pastor.
- **Operate** AV systems in large venues including Cafeterias, Libraries, Athletic venues, and Auditoriums as needed.
- **Diagnose and repair** classroom AV equipment including TVs, projectors, speakers, and Smart Boards.
- **Communicate** with Grace staff by responding in a timely manner to AV help requests from the helpdesk, email, text, and verbal requests.
- **Train** teachers, administrators, and other staff on the operation of AV equipment
- **Work Schedule** will reflect the school schedule for optimum support, but with flexibility to operate AV equipment at occasional night and weekend activities.
- **Assist** other members of the AV department (school, church, EEC) as needed.
- **Office** at the Upper campuses of Grace Community School.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to work well with people. To listen and respond in helpful ways.
- Familiarity with Professional sound boards and their operation.
- Understanding of AV components and their use.
- Strong troubleshooting capabilities.
- Ability to communicate effectively with all levels of staff to resolve technical issues.
- High school diploma (a college degree is preferred.)
- The ability to lift 50 pounds.

Character

- As mentioned above, faith in Christ is the reason we do what we do at Grace. We want to help the candidate for this position grow in their love and knowledge of Jesus.
- Build positive and encouraging relationships with coworkers and other people associated with Grace Community.