

First Unitarian Church of Omaha

AV TECHNOLOGY COORDINATOR
Job Description (Nov. 2023)

JOB TITLE: AV Technology Coordinator

SUMMARY: Our AV Technology Coordinator works closely with the minister, staff, and volunteers at our liberal religious congregation in midtown Omaha to deliver a high quality audio-visual experience during our Sunday morning services, both in the sanctuary and for those joining online. In addition to using a variety of technology, our coordinator will need to keep in contact with and expand a base of volunteers who can assist with audio and video tasks for our church services. The congregation is committed to policies advancing diversity, equity and inclusion and believes that a diverse staff makes for a richer, more dynamic organization. To learn more about us: <https://www.firstuomaha.org>

REQUIREMENTS: Must have a good working knowledge of audio visual equipment, including operation and trouble-shooting (though accommodations may be made for a candidate who is unfamiliar but has transferable knowledge and is willing to learn). Must be able to work collaboratively in a team environment. Experience supporting and troubleshooting live events (ie. working with a soundboard, using streaming software like OBS, etc.) is highly preferred, but not required, as long as you can show that you are able to use new, potentially complicated technology after training. Background check required.

RESPONSIBILITIES: Responsibilities include managing soundboard, setting up mics before our worship service, and performing semi-regular updates and maintenance to the computer system. The coordinator is also responsible for orienting and training our team of tech volunteers. Good communication skills, ability to work with people of various levels of technical skill, and to interact respectfully with people of all identities and backgrounds, are essential. Be prepared to take the initiative on volunteer coordination and training to grow our existing AV Tech team.

HOURS PER WEEK: Between 5-10 hours per week, including preparation for and attending Sunday morning service. The AV Technology Coordinator may be absent 6 Sundays per year. There may be opportunities for additional hours to be logged for communication with our AV Tech Team or other organizers within the church (emails, texts, phone calls, etc.), as well as smaller events as you are available during the week.

COMPENSATION: Hourly position starts at \$18-\$20/hour, depending on qualifications, plus annual raises as budgetary funding allows. Opportunities exist for additional income, providing AV technology coordination for memorial services and weddings. These events are paid separately, at a rate of \$80 per event (rates for these services are fixed; hours spent during them will not be logged).

LOCATION: The position is in Omaha.

ACCOUNTABILITY: This position reports to the Minister. The position also works closely with other staff and with lay worship leaders and musicians.

PHYSICAL REQUIREMENTS:

- Willing to follow the church's health and safety protocols

- Able to lift and move 50 pounds
- Able to climb stairs

APPLICATION: To apply, please submit resume, cover letter, and contact information for at least two references to hire@firstuomaha.org with "AV Technology Coordinator Position" in subject line. Applications will be reviewed on a rolling basis. The position will be filled as soon as a suitable candidate is identified.