

## **Audio/Video Technician (Part-Time, 5-10 hours/week)**

### **CPC Vision**

To boldly extend the invitation Jesus makes to us, to everyone.

### **Overview**

The Audio/Video Technician is primarily responsible for executing the technical aspects of live and recorded events during scheduled shifts. The Audio/Video Technician will be successful when working with the Technical Director to help support CPC's various technical needs.

### **PRIMARY RESPONSIBILITIES**

- Set up and take down A/V equipment for large and small group events as directed by Technical Director
- Audio engineer various CPC events and video recording sessions as needed, including but not limited to weekend worship, Wednesday programming, and other events
- Provide onsite support to departments throughout the week for A/V needs as directed by the Technical Director
- Maintain organization and tidiness of A/V storage areas
- Operate video switcher and video cameras (previous experience or willingness to learn is required)
- Run screen content for large group events
- Be the main audio tech for Thursday night worship rehearsals

### **OTHER DUTIES**

- Maintain and upgrade A/V systems with the Technical Director
- Perform audio and video editing tasks (previous experience or willingness to learn is required)
- Train staff in basic A/V usage
- Report problems to Technical Director in a timely manner

### **MINIMUM REQUIREMENTS**

- Actively pursuing a relationship with Jesus Christ
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- Ability to communicate and work with volunteers
- Regular, reliable, and punctual attendance to perform responsibilities of the position
- Strong organization, detail-orientation, and multi-tasking skills
- Able to work well on a staff team and be a team player
- Proven success working independently
- Computer skills sufficient to work with Excel spreadsheets, Word documents, general web access

### **PREFERRED REQUIREMENTS**

- Experience with live events and recording sessions
- Self-starter, strong work ethic



- Proactive communicator, collaborative spirit, and team player
- Experience with ProPresenter and Planning Center Online (PCO)
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

**PHYSICAL REQUIREMENTS**

- Ability to sit, walk, and/or stand for extended times
- Regularly required to climb ladders/stairs
- Regularly required to lift and carry up to 50 pounds a distance in excess of 25 feet
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity
- Must possess depth perception and ability to judge distances and spatial relationships

**POSITION REPORTING:** Audio/Video Technician reports to the Technical Director.

**HOURS:** This is a part-time, non-exempt, hourly position, approximately 5-10 hours per week. Flexible hours on evenings, weekends, and days will be required but vary each week.

*This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.*

**APPLICATION DETAILS:** For further information, or to submit a resume and cover letter, please email: [employment@cpcedina.org](mailto:employment@cpcedina.org).