



# ST. TIMOTHY'S EPISCOPAL CHURCH

EMBRACING ALL PEOPLE WITH THE LOVE OF JESUS

1401 E. Dry Creek Rd.  
Centennial, CO 80122  
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**Job Title:** Audio Video Coordinator

**FLSA Status:** Independent Contractor

**Reports to:** Director of Operations

**Pay Rate:** \$50 per hour for average of 5 hours per week

**Benefits:** This position does not include benefits.

**Application:** E-mail a letter of interest and resume to [maggie@sttims.net](mailto:maggie@sttims.net)

**Position Summary:** St. Timothy's Episcopal Church seeks an organized team player to lead its audio/video (AV) team. This person will have the technical skills to operate media hardware and software, social skills to operate as part of a larger team, and a passion for making the best event experience possible for in person and virtual (if applicable) attendees.

## **Job Responsibilities:**

- Demonstrate technical proficiency in the hardware and software St. Tim's currently uses.
  - ability to train new members
  - ability to know when vendor expertise is required for repairs and replacement
  - capacity to make recommendations for upgrades and new equipment
- Demonstrate thorough attention to detail, working with event organizer to understand A/V needs and make recommendations to effect best possible event.
- Schedule appropriate staffing of church services and external group events based on A/V support requests
  - post monthly schedule for all team members
  - develop contingency plan for short-notice absences
- Prepare slides/overlays if applicable
- Edit recordings if applicable, and save to St. Tim's account
- When event is livestreamed, monitor comments and take appropriate action
- Set up in time to ensure equipment is working properly
- At the conclusion of events, properly storing and securing equipment
- Convene team meetings as needed for trainings/best practices/planning.
- Work within established budget.
- Submit receipts and monthly expense report to financial administrator.

## **Personal Qualifications:**

- Professional and pleasant attitude.
- Teachable nature and humility balanced with confidence and assertiveness.
- Ability to pass background checks.

*Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair pay decisions.*