

WALKER MEMORIAL BAPTIST CHURCH
POSITION DESCRIPTION – PRODUCTION/AUDIO VIDEO MANAGER

Position Title: Production/Audio Visual Manager

Report To: Senior Pastor/Assistant to the Pastor

Length of Service: At Will

Anticipated Time Commitment: 20 hours/week;

WALKER MEMORIAL BAPTIST CHURCH is a prayerful congregation, walking in the spirit, and bringing souls to Christ. Founded in 1891, Walker Memorial is a historic congregation located in the U Street Corridor in Northwest, Washington, D.C., and is committed to impacting our community through application and implementation of Jesus Christ's teachings.

POSITION SUMMARY

The Production/Audio Visual (AV) Manager will be responsible for managing and providing technical expertise and team leadership for all of the church's sound, media, video and any other related areas concerning Worship production. The Production/AV Manager will be responsible for WMBC's AV and production needs as we increase in virtual productions. The goal is to improve WMBC's methods to spread the gospel, by maintaining an online presence, increasing social engagement, growth, support and enhance congregational connectivity. As the Production/AV Manager, you will be responsible for technical guidance, maintenance of AV equipment, generating video clips for media online presence, and keeping the Senior Pastor and leadership up to date regarding all of the media options, initiatives, strategy and effectiveness.

DESIRED QUALIFICATIONS/EXPERIENCE

- Believes in Christ and is committed to be a regular participant in the life of WMBC
- Critical thinker and problem-solving skills
- Excellent multitasking skills and works independently without supervision
- Proficiency in MAC, ProPresenter, Livestream, and online streaming platforms (i.e., YouTube, Facebook Live, etc.)
- Proven videographer, video editing skills, and experience with editing software
- Broad experience working with a variety of audio, video, media and lighting equipment
- Bachelors' degree or Associates Degree and minimum of 2 years relevant experience (preferred)

CORE SKILLS AND ABILITIES: The ideal candidate will have Spirit-led attributes, including:

- Passion for ministry and takes ownership of assignments
- Professionalism and confidentiality
- Forward thinker that looks ahead and anticipate needs
- Superior communication skills, written and verbal
- Excellent decision making and judgment

- Creative, confident, hard worker, and a self-starter, and attention to detail
- Pleasant disposition and works well with other

PRINCIPLE PRODUCTION/AV MANAGER DUTIES AND RESPONSIBILITIES

- Operate and manage all video components of ministry and worship services
- Must attend worship services weekly; ensure each service is recorded and livestreamed with exceptional quality for storage and/or placement on social media platforms
- Operate the AV Systems ensuring connectivity within the sanctuary, livestream, and website
- Create & Edit/Review eye-catching projects including short video clips for our social media platforms
- Design and layout content in preparation for worship services, including announcements for Sunday and special revival services, and any other creative or special projects
- Serve as AV Expert, with knowledge of AV systems, AV system contracts, and ability to work with third party contractors performing equipment maintenance
- Troubleshoot any AV or computer connectivity issues encountered for worship services, including: updating hardware, software, and equipment firmware; regularly cleaning and maintaining projectors and other equipment; loading and programming content for services and events
- Propose hardware/software solutions to accomplish the church's ministry objectives
- Communication with church leadership team, including A/V team, Website Master; Graphic Designer; and ministry leaders, as necessary
- Gather, prepare, and present conceptual ideas
- Manage maintenance scheduling and operations of all video technology systems
- Meet established deadlines and assure accurate completion of assigned projects.
- Train other team members; and provide constructive feedback
- Serve as WMBC's representative to System Administrators, Network Engineers, and Information Assurance personnel in keeping the AV systems functional and in compliance
- Other duties as assigned by the Senior Pastor/Assistant to the Pastor

SUBMISSION OF RESUMES

All interested applicants should send your resume to admin@walkerbaptistdc.org. Please direct questions to the same email address or call Walker Memorial Baptist Church at 202-232-1120. For more information about Walker Memorial, please visit our website at www.wmbcdc.org.