

St. Andrew's Episcopal Church, Newport News, VA
Part-Time AV/IT Technician

St. Andrew's, a vibrant, welcoming parish in the historic Hilton Village neighborhood of Newport News, seeks a part-time AV/IT Technician to support the ministry and mission of the church by overseeing and coordinating all aspects of audio-visual production and information technology. To learn more about us, please visit our website: www.standrews-episcopal.org

General responsibilities and expectations of the AV/IT Technician position (20-25 hours per week, \$18-\$20 per hour depending on skills and experience level) include the following (and are subject to future alteration):

Availability required: Sunday mornings and occasional evenings for live-stream broadcasting of worship and other special events.

Audio-visual coordination:

- Overall A/V technical guidance, leadership, production and editing
- Lead and train teams of volunteer technicians
- Purchase and maintain A/V equipment
- Live-stream and record (video and audio) worship services for internet broadcast
- Direct management of A/V quality during worship services, and other major events

Information technology coordination:

- Analyze business and ministry needs at St. Andrew's and recommend technical solutions.
- Oversee and maintain IT systems and applications, email systems, VoIP phone system, operating systems.
- Oversee hosting and regular maintenance of website.
- Manage IT and A/V budgets.
- Train the staff/volunteers in use of St. Andrew's IT systems.

Skills/Qualifications:

- Creativity and excellent analytical and problem-solving skills
- Excellent communicator with the ability to explain computer-related topics in simple terms
- Ability to work independently as well as in a team environment
- Experience with video streaming platforms. Experience with MEVO live-stream camera a plus.
- Experience with digital sound systems and audio recording.
- Experience in social media content development and posting (including but not limited to: Zoom, Facebook, Twitter, Instagram, YouTube)
- Proficiency with Microsoft software products, including Microsoft Office Business Suite.
- Experience with VoIP telephone system management
- Experience in computer networking, security, and wifi management

HOW TO APPLY:

- Please provide the following in an email directed to staec0371@gmail.com
 - **Résumé** (with current references) demonstrating your experience, skills, and qualifications as related to the above position requirements.
 - **Brief "cover letter"** (does not need to be long or in letter format) indicating why you are interested in the position and what your résumé may not fully capture about you (personality traits, interests, passions, etc.)
 - **Contact information** which will be used to reach out to you with any questions about your application or to schedule an interview

DEADLINE: Applications must arrive at the email address above by 9:00 PM (EST) Sunday, 6 December 2020