

## **AUDIO/VIDEO TECHNICIAN**

### **CPC Vision**

At CPC we want to be a people and a church open to how the Gospel moves.

### **Overview**

The Audio/Video Technician is primarily responsible for executing the technical aspects of live and recorded events and services during scheduled shifts. The Audio/Video Technician will be successful when working with the Production & Media 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
- 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
- Maintain organization and tidiness of A/V storage areas
- Operate video switcher and cameras (previous experience or willingness to learn required)
- Run screen content for large group events
- Be the main audio tech for Thursday night worship rehearsals (when scheduled)

### **Other Duties**

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

### **Minimum Requirements**

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

### **Preferred Requirements**

- Experience with live events and recording sessions
- Self-starter, strong work ethic
- 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 Production & Media Director

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

**Benefits & Compensation:** This position is not benefit-eligible. The pay range is \$16.00-\$28.00 per hour. Pay is determined based on a number of factors such as the individual's experience, skillset, education, and role requirements.

**Application Details:** To apply for the position, please contact us via email at [employment@cpcedina.org](mailto:employment@cpcedina.org). Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

*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.*