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| **FORT COLLINS FIRST UNITED METHODIST CHURCH**1005 Stover Street, Fort Collins, Colorado |
| **JOB TITLE:**Part Time AV and IT Technician | **SUPERVISOR:**Executive Pastor |
| **COMPENSATION**Salary: $18 - 20 per hour | **Work Schedule / Hours**Maximum 10 hours per week; must be available to work on Sunday afternoons 2:30 – 5 p.m. and a few Sunday mornings |
| **Job Description** **Prime responsibilities:*** Set up the AV system for the Modern Worship Service on Sunday afternoons from 2:30 to 5 p.m.
* Create and update user instructions for all AV areas except Sanctuary
* Conduct training sessions for users on a regular basis (monthly or quarterly)
* Test AV components once per week or more frequently based on usage to make sure all AV equipment work
* Set up appointments during work hours to meet with users to walk them through how to work their presentations on the church’s AV system and answer questions that arise
* Update Chromebook computers in the library and floater computer in the church office

**Other responsibilities:*** Check using a battery tester and if necessary, replace batteries on all microphones in the Chapel, Parlor, Village Commons, and Fellowship Hall
* Record and co-ordinate frequencies of wireless microphones
* Confirm Wi-Fi coverage using cell phone and reboot router if necessary
* Test phones in the Fellowship Hall, Library, Nursery, Youth Basement, and Wesley Commons to make sure they are working
* Be available by phone or text to answer AV questions
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| **Education & Experience:** * Bachelor degree in Information Technology preferred
* Works with computers, phones, audio visual equipment on a daily basis and a current knowledge of them
* Have good communication and presentation skills and experience to teach people how to use the different equipment in the church
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| **Qualifications:*** Software knowledge to include: MS Office Suite (PowerPoint, Word, Excel); experience in installation of software packages, including some audio visual software (preferably the ones being used within the church to generate presentations such as ProPresenter)
* Understanding of audio-video systems to the extent that is outlined in the responsibilities section
* Knowledgeable about and capable of troubleshooting
* Must be capable of learning the audio-video systems that are in use within the church including cameras, recording and presentation equipment, TV monitors, audio equipment, amplifiers, etc.
* Must have some training skills to communicate his knowledge about the systems and processes to members of the congregation
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