|  |  |
| --- | --- |
| **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 | |
| **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 | |
| **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 | |