



**Timberlake United Methodist Church**  
21649 Timberlake Road | Lynchburg, VA 24502  
434.239.1348 | timberlakeumc.org

## Audio and Video Coordinator

### Employer Information

Job Department: Church Staff

Reports to: Minister of Worship, Lead Pastor, SPPRC

FLSA Status: Salaried Non-Exempt

Salary Range: \$30,000 - \$32,000

Schedule: Min 32 hours per week, including permanent times of Sunday 7:00am-1:00pm, Tuesdays 4:00pm-9:00pm; If part-time is desired, placement can be worked out.

### Purpose

This professional position will provide technical expertise and team leadership for all of the church's sound, media, video and stage lighting related to the ministry of the church. The environment is one of fun, creativity, and teamwork with a passion for excellence in serving and worshipping God.

### Job Duties and Expectations

- Responsible for audio/video technical and creative development, production, and training related to the live/post-production audio/visual needs of Timberlake
- Recruit, lead, and train teams of volunteers to help execute A/V for services and special events
- Maintain quality, troubleshoot, and diagnose needs of current A/V equipment
- Ensure the A/V ministry continues to grow in effectiveness and quality of excellence in alignment with the church's vision and mission
- Broadcast, produce, and coordinate A/V for our online worship services
- Direct management of A/V quality during worship services and other major events

### Competencies/Qualifications

- Have a deep personal relationship with Jesus Christ
- Possess a servant's heart and a strong passion for supporting the ministry of Timberlake
- Be inspired by working in a fast-paced, multi-task, team environment
- Broad experience working with a variety of audio, video, media, and lighting equipment
- Proven video editing skills and experience with editing software
- Proficiency in macOS and Windows, ProPresenter, and various other AV platforms
- Strong communication and leadership skills
- Experience as a Team Leader, Production Manager, or the like

### Education

*Preferred:*

Associate's Degree (or other 2-year degree)

OR 2-5 years of experience and ability to show knowledge of AV technology

*Minimum:*

High School Diploma (or GED or High School Equivalence Certificate)

*Revision 8.10.22*

*Our mission is to reach, feed, and release people to be the hands and feet of Jesus.*