



# River Glen

## Presbyterian Church (USA)

### Audio Visual Director

#### **Audio Visual Director**

River Glen Presbyterian Church (RGPC) is looking to interview candidates for a part-time position with an opening beginning in the fall of 2015. The Audio Visual Director role at River Glen provides motivated candidates the opportunity to be actively involved in managing, monitoring, and analyzing all aspects of audio visual. The Audio Visual Director as part of the Worship, Music, and Arts Ministry (WM&A) will be responsible for managing audio visual needs that are integral to River Glen's missions. Additional support will be provided to River Glen's various ministry teams, River Glen's leadership, and events at River Glen as appropriate.

The Audio Visual Director will assist with the following initiatives:

- **Sunday Morning Services**
  - Preparation of video files and audio files to be included in the programs for the services.
  - Setup and Testing:
    - AV station, digital sound board, amplifiers, and monitors
    - Microphones for choir, solo, pianist/worship team leader, lection, and pastors
    - Hearing Aid devices
    - Digital recorder and Fellowship Hall speakers
    - Projector and primary AV computer
    - SongShow Plus program for services including leveling of any audio or video files included within program
  - Initial levels setup during choir rehearsals and worship team soundcheck
  - Run Audio and Visual during services in combination with AV Volunteers
  - Shutdown and storage of equipment used during Setup and Testing.
  
- **AV Volunteer and AV Requests Management**
  - Recruit and train AV volunteers for the following:
    - Manage microphones during services
    - Manage video during services
    - Setup, manage AV, and shutdown for events such as weddings, funerals, and other.
  - Manage all scheduling of AV needs through "Ministry Scheduler Pro"
  - Manage all AV Requests from various sources:
    - Weddings, funerals and other events
    - Various ministry team requests from within the church

- Support of WMA AV Requests such as Cantatas, Children’s Musicals, Vacation Bible School, etc.
- **Management of AV Equipment and Software**
  - Manage and maintain all audio equipment for Worship Center, Lower Level, and various portable needs, including:
    - AV Workstation including Digital Sound Board
    - Microphones including Countryman, lapel, wireless handhelds, standing choir mics, lectern, and general microphones
    - Monitor Systems – Instrumental monitors, vocal monitors, portable monitors
    - Portable Sound System
  - Manage and maintain all video equipment for Worship Center, Lower Level, and various portable needs, including:
    - Worship Center Long-Throw Projector and automated screen
    - Portable projectors and screens
  - Manage Primary AV Computer including:
    - Software and hardware updates
    - SongShow Plus Software used as primary worship service screen system
    - General AV software tools including Audio/Video Editing, and Audio/Video Conversions
- **Member of Worship, Music, and Arts Ministry Team (WM&A)**
  - Provide updates, project plans, and overall communications about AV within RGPC during the scheduled monthly WM&A meetings
  - Manage all of the AV Budgets as part of the larger WM&A Budget
  - Participate as a member of the WM&A Ministry Team in non-AV capacity

Preferred candidates for the Audio Visual Director position will have 2 – 3 years in audio and video production experience; will have experience and knowledge in music; excellent verbal, written and interpersonal skills; be self-motivated and able to work both independently and as a member of a team; have experience in managing projects; demonstrated skills and techniques to recognize problems and apply timely and appropriate corrective actions; ability to think clearly under pressure and follow-through to ensure effective resolution; and demonstrated ability to make independent decisions based on the vision and values of River Glen Presbyterian Church.

The time requirements will range from 7 to 15 hours weekly. Salary Range: \$6,300-\$7,500. Interested applicants should email their cover letter and resume in PDF format to the River Glen church office at [office@riverglen.org](mailto:office@riverglen.org).

**Overview of River Glen Presbyterian Church** River Glen Presbyterian Church (RGPC) is a Presbyterian Church (USA) congregation located at 1140 Raymond Drive in Naperville, IL. River Glen was chartered in 1985 and has a current membership of approximately 230 individuals. There is a single worship service at 10:30 a.m. which blends both contemporary and traditional music with the support of a worship team and chancel choir.