



Denver Community Church Position Description

Title: A/V Director

Reports to: Worship & Arts Pastor

Revised as of: January 2023

Function

To bring leadership, knowledge training and experience to Audio/Video (A/V) teams. To work alongside Worship staff to represent our culture and invite our community and teams into a deeper understanding and practice of worship and growth. To work with the communications department to produce video content as needed.

Responsibilities

- Manage, train, and integrate new volunteers on both Audio and Video teams
- Work with Worship & Arts Pastor to recruit new volunteers for teams
- Work with A/V teams 2 -4 Sundays/month to implement standards for gatherings and fill in when there are scheduling gaps
- Oversee capture and edit recording of weekly gathering and provide both video and audio options for DCC Podcast
- Work with communications department on video projects as needed
- Review and send out quarterly schedules for A/V Teams
- Maintain and manage all A/V equipment
- Manage stage setup
- Establish and oversee training process for new volunteers in both areas
- Work with Worship & Arts Pastor to set and maintain a standard of excellence within A/V in keeping with the DNA of DCC
- Be present at special gatherings (i.e. Ash Wednesday, Good Friday, Christmas Eve etc.)
- Perform additional duties as assigned by Worship & Arts Pastor

Qualifications

- A committed follower of Jesus
- Beliefs consistent with Apostle's Creed
- Participant on the Ministry Team
- Committed to the mission and vision of Denver Community Church.
- Responsible self-management that reveals genuine servanthood, faith-centeredness, teachability and spiritual stability
- Ability to manage/prioritize multiple tasks concurrently
- Supportive and loyal to staff members and the faith community
- Able to maintain a healthy sense of humor
- Excellent written and oral communication skills
- Computer skills such as Microsoft Office, Publisher, PowerPoint and Adobe



- Ability to interact well with people in the office environment through correspondence and various levels of communication
- Ability to attract and retain volunteers, work well with teams
- Knowledge and experience of audio and video technology
- Experience using DAW, and video editing software

Experience

- Education: Bachelor degree in Music/Audio Engineering, or a minimum of 2 years experience running live audio
- General: Leadership Development, experience with volunteer teams

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Associate Acknowledgement:

I acknowledge that I have received a copy of this job description and that it is my responsibility to read and understand it. I certify that this current job description accurately describes the primary duties of my job as I am to perform it. If I have any questions about this job description or my job duties at any time during my employment, I understand that I should ask my Manager.

Printed Staff Name

Date

Staff Signature