

Job Description for the New-Ark Area Emmaus Community's Audiovisual Coordinator

Job Overview

The expectations of the New-Ark Area Emmaus Community's Audiovisual Coordinator are as follows:

- Be trained on the First United Methodist Church's Sanctuary, Chapel, and Social Room sound and computer/projection facilities; keep in contact with the First Church members responsible for these systems to remain current with any changes
 - Review and provide input to the audiovisual reference information contained in the Community's Technical Director's Manual – to address training needs and in response to any changes in the church's audiovisual systems
- Maintain a list of persons who have been trained to staff the sound and computer/projection systems (e.g. past Walk Technical Directors, etc.); provide training for those interested in helping who have not yet been trained
- Schedule persons to provide audiovisual support for Gatherings (including Sponsorship Training (if requested)), and for the Walks' Candlelight and Closing services
 - For the Gathering immediately after a Walk weekend, the Walk's Technical Directors are expected (if available) to work with the Walk's Music Directors to develop and run the slide presentations for the pre-Gathering and communion song sets; the Audiovisual Coordinator should contact them to confirm their availability, and find replacements if necessary
 - For the Candlelight service, the Technical Director(s) from the previous Walk should be contacted to confirm they are available to provide sound and/or computer/projection support (note: the previous Walk's Technical Directors are expected to help with the Walk's Fourth Day Follow-Up Meeting, which immediately precedes the Candlelight service); the Audiovisual Coordinator must find replacements as necessary
- Send reminders to persons scheduled to serve; after each Gathering and Walk, report the names of those who did serve to Communications (communications@new-arkemmaus.org) so that their service is recorded in the Willing Servant database
- Keep the Community's laptop computer(s) and cables in good working order to ensure their availability for team meetings and Walk weekends; secure storage for the laptop(s) and other hardware when not in use by a Walk team
- Provide audiovisual support to the Walk weekends' Technical Directors
 - 2 or more weeks prior to the start of team meetings, meet with the Technical Director(s) to deliver the laptops and cable hardware, and to review their setup and use for the team meetings
 - Assist **as requested** by the Technical Directors in the conducting of sound checks and record sound settings for a Walk weekend's Thursday, Friday, and Saturday night special music offerings
 - 1 to 2 weeks prior to the start of the Walk, meet with the Technical Director(s) to review the special music plans, the Sanctuary and Conference Room (Social Room) sound systems, and the Walk weekend laptop and projector setups
 - **If requested** by the Walk's Technical Director(s): on Thursday afternoon, just prior to the start of the Walk, assist the Technical Director(s) with the setup of the Conference Room laptop and projector, assist in the checkout of the hardware and connections, and answer any last minute questions

The Audiovisual Coordinator reports to the Gatherings Chairperson.