

# Audio & Video Equipment Technician

## Job Summary

Responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment for Plain Grove Presbyterian Church.

## Primary responsibilities

- Research and recommend up to date equipment for ordering.
- Set up and operate sound equipment.
- Set up and record livestream services.
- Ensure equipment is installed according to designated layout.
- Test and resolve equipment issues.
- Diagnose and correct media system problems.
- Send in equipment for repairs as needed.
- Coordinate schedule for weekly live stream services.
- Train volunteers
- Oversee all social media
- Coordinate with the Sunday School Director
- Maintain inventory of equipment.
- Oversee and maintain internet and phone contracts
- Create a budget with approval from Session