



ST. FRANCIS OF ASSISI
CATHOLIC CHURCH

St. Francis of Assisi Catholic Church

| ST. FRANCIS OF ASSISI - FRISCO | JOB DESCRIPTION |
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| <u>Position/Title:</u> A/V Specialist (Part Time) St. Francis of Assisi Catholic Church, Frisco, Texas | <u>Department:</u> Operations |
| <u>Reports To:</u> Senior Director of Operations | <u>Date:</u> December 20, 2024 |
| <u>FLSA Status:</u> TBD | |

General Summary of the Position

The AV Specialist at St. Francis of Assisi Parish is a hard-working, solutions-orientated, and passionate individual. The main objective of the AV Specialist is to serve the staff and ministries/volunteers of a very vibrant, bustling, Christ-filled parish and who is responsible for overseeing all audio/visual equipment, functions and operations of St. Francis of Assisi. The ideal candidate has a passion for troubleshooting, researching, investigating and problem solving and is self-motivated, innovative, and able to perform key tasks independently in a timely manner. This individual should be a self-starter that enjoys working in a team environment and excited to join a growing Catholic community with a diverse culture and spiritual community. This role will require a firm understanding of our church's vision and values.

This position requires a non-traditional work schedule consisting of afternoons, evenings and some weekends. If you are not willing/able to work during these time frames, please do not apply.

Essential Duties and Responsibilities of the Position

- Install and maintain audio and visual equipment by performing preventive maintenance, calibrations, and adjustments.
- Responsible for managing all A/V equipment used in Church, Chapel and Great Hall, including cables, mics, wires, microphone/music stands and devices needed for Sunday Masses and parish events.
- Responsible for working with all A/V users (staff, volunteers, musicians, ministries, external users, etc.) to train to ensure all equipment is kept in proper working condition; ensuring all levels and pre-sets on equipment is returned to default positions after each usage.
- Responsible for setting up and executing live streaming for designated parish-wide events (e.g. Easter Vigil, Parish Missions, Sunday Masses if applicable)
- Responsible for successful collaboration with IT staff/resources for seamless integration between AV and IT systems and networks.
- Responsible for overseeing all technology and audio/visual equipment, functions and operations of St. Francis of Assisi.
- Serve as core team member on all projects involving new software/technology equipment needs
- Responsible for overseeing, including the recruiting, training, managing, and scheduling of the St. Francis of Assisi A/V Volunteer team, managing volunteers on the Ministry Scheduler Platform.

- Work with ministry team to ensure ministries and volunteers can properly use equipment in meeting rooms.
- Serve as a customer service representative and liaison: help volunteers and visitors with AV equipment.
- Responsible for overseeing all A/V vendor relationships including managing contracts and agreements, billing/processing invoices and ensuring projects stay on time and within budget.
- Responsible for managing budget and expenses for AV equipment and resources.
- Advise users on what types of equipment to use depending on the lesson, presentation, or event, as well as train users on how to use that equipment.
- Diagnose and resolve equipment malfunctions and perform minor repairs.
- Responsible for inventory and maintaining AV supplies and equipment.
- Serve as a resource for parish on best practices on integrating media and technology in the evangelization experience.
- Possess a strong desire to keep abreast with the latest trends and innovations in the technology and audio/visual fields.
- Maintain and developed (as needed) written policies and procedures for all necessary AV/IT equipment and usage needs as directed by supervisor, Pastor or Senior Director of Operations.
- Ensure cabling is properly dressed/wrapped/bundled or concealed to maintain a professional ambiance of the space.
- Create and manage a detailed repair/maintenance log of all equipment repairs.
- Respond, diagnose, and resolve incident requests based on established policies.
- All other duties as assigned by the Pastor and Senior Director of Operations.

Position Requirements

Knowledge, Skills and Abilities:

- Must possess a servant-leadership mindset.
- Personable, professional demeanor.
- Extensive knowledge of AV/media equipment, sound boards, cameras, projectors, etc.
- Allen & Heath Avantis, SQ05; Behringer X32; Epson; Sony; Bose.
- Excellent communication skills.
- Must maintain a positive, upbeat, self-starting, solutions-centered, can-do attitude.
- Must be adept at problem solving.
- Must understand the importance of the parishioners and the community served by the Parish.
- Must be able to thrive with minimal supervision.
- Must possess the ability to easily interact and relate with a wide assortment of personality types.
- Must have the ability to listen carefully and take direction well.
- Ability to manage time and prioritize accordingly.
- Should be a Catholic in good standing.
- Must have Microsoft 365 application knowledge and end user experience.

Education and Experience:

- Bilingual (English and Spanish) preferred.
- Associate Degree in an AV related field with 2 years' experience

Special Requirements:

- This position **requires** some/many evenings and/or weekends.