

Audio/Visual Coordinator, Audio Mixer (Part-Time) First Presbyterian Church – Evanston, IL

1427 Chicago Ave, Evanston, IL 60201

We are a vibrant community of faith in the Reformed tradition located in Evanston, IL with approximately 600 members. We are in search of a candidate to serve our faith community's worship ministry by serving as Audio/Visual Coordinator, in a part-time capacity (an average of 10-15 hours per week). This position reports to the Director of Worship and Music (DWM) and, at times, to the Director of Communication. The successful candidate must be able to work collaboratively with pastors, other staff members, unpaid volunteers, organists, worship band members and instrumentalists.

Specific job duties include:

1. Manage and mix live sound, assist with live stream sound mix, record service/event audio, and assist as needed with video and projection services during worship services.
2. Attend rehearsals and planning meeting every other week to determine live and video sound needs for each program.
3. Set up and break down all lighting, sound, and video equipment, depending on requirements for each service or event.
4. Ensure that all areas of the sanctuary are lit appropriately according to the planned activity.
5. Work with contractors when upgrades or repairs are required of lighting and sound equipment.
6. Recruit, train and supervise a group of regular volunteers to assist in this work.
7. Maintain an inventory of all church owned AV equipment, ensuring that all are in good working order, seeing to proper use and storage through a system of logging in and out.
8. Create, edit, and upload weekly sermons to our podcasting aggregation service, as well as to the website when necessary.
9. Set up and coordinate audio/visual components of any church-wide events as requested. *(Additional events such as weddings/funerals/concerts are compensated on a per diem basis)*
10. Cooperate with the Director of Worship and Music and Director of Communications by performing any other duties when asked to do so.

Educational and experience requirements include the following:

- Bachelor or Associate degree in audio production, OR an equivalent combination of education, hands-on training and experience
- Professional experience with digital mixers, DSP management software, and Dante routing will be helpful in having success in this position
- Experience in paid or volunteer work within a church setting is highly desirable
- Proficiency in ProPresenter is highly desirable

This position will average 10-15 hours per week year-round. Sunday morning availability is mandatory and some holiday work is required.

***To apply, please e-mail Hannah McConnell, Director of Worship and Music:
hmcconnell@firstpresevanston.org.***