



**Job title:** A/V Technician  
**Department:** Guest Relations  
**Grade:**

**FLSA Status:** Non-Exempt  
**Reports to:** Event Ministry Manager

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

**Position Summary:** Assist the Guest Relations Department with Technical Services support for all summer programs and weekend events as needed

**Position Purpose:** To provide assistance to the Event Ministry Manager by setting up, running and caring for technical service equipment needs as they arise throughout the summer so that people can better connect with God and each other.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- Must be committed to the mission of Sandy Cove Ministries
- 2-3 years Audio and Visual technical experience
- Quick Learner

**Essential Functions/Position Responsibilities:**

- Ensure that guests are feeling the W.A.V.E. (Welcomed, Accepted, Valued and Encouraged to be like Jesus.)
- Become versed in the function, setup and care of all technical services equipment.
- Set up and test sound systems, lighting systems, and video projection systems as required for both Group and Program Ministry events
- Setup technical and conference equipment in a safe manner for guests and equipment
- Maintain proper storage of equipment
- Assist in Event Technician duties of setting up and tearing down rooms, cleaning, and misc. duties.
- Carry out other reasonable duties as directed by the Event Ministries Manager

**Essential skills and experience**

- Ability to accept assignments and work through to completion
- Demonstrated ability to properly work with and care for technically-oriented equipment
- Ability to follow instructions
- Positive work attitude

- Excellent judgment and decision-making ability
- Physically able to carry out room set ups including the lifting and moving of equipment, tables, chairs, staging and other technical and conference equipment.
- Flexibility in work schedule. (Hours will be planned in advance as much as possible, but may require last minute adjusting to accommodate ever changing needs.)
- Ability to print and read task list and be able self-start tasks and sometimes work with little or no supervision.

**Reporting to this position: None.**

**Non Essential Skills & Experience:**

- Extensive experience working with Audio and Visual equipment

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk or hear. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies of Sandy Cove Ministries.

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Created: 5-31-11**

**Revised: 8-1-11**