

**Job Description: Audio-Visual Tech Assistant  
Trinity Church, Swarthmore**

**Position:** The Audio-Visual (“A/V”) Tech Assistant supports the A/V needs of the parish on Sunday mornings. The Assistant may also be asked to support non-Sunday morning events, such as evening liturgies or concerts, subject to the Assistant’s availability.

**Hours/Wages:** 3-5 hours per week at \$20/hr.

Learning the system and maintaining it can comprise a portion of these hours. Additionally, various ministries may contract with the Tech Assistant for additional hours, to be paid from their line items or external funding. This is a non-salaried, non-benefit, “at-will” position.

**Training and Supervision:** The A/V Tech Assistant reports directly to the rector. The rector may designate another to serve as direct supervisor for specific needs or events. The rector will provide an initial overview of the A/V system and work with the Assistant to provide additional training or tech support, as needed.

**Responsibilities:**

1. Have the A/V system running by 9:15am, to include both inhouse A/V and any external feed (e.g., Zoom or YouTube).
2. Operate digital remote PTZ cameras during the 10am service.
3. Support A/V needs for the Adult Formation Hour which sometimes follows the 10am service.
4. Update and check the system for Sunday availability, within the scope of training.
5. Keep YouTube channel up to date with postings of recorded service.
6. Communicate problems to the rector or the person designated by the rector.
7. Communicate at least two weeks in advance of Sundays of unavailability. Work to find and train substitutes.
8. Keep track of hours and submit weekly to the rector, by email or as otherwise arranged with the rector.