

Unitarian Universalist Congregation of Petoskey

Audio-Visual Technician

date of posting: 2-25-2025

Job Description

The Audio-Visual Technician provides safe storage of UUCOP's audio-visual and computer equipment from Memorial Day through Labor Day. Each Sunday morning, the technician delivers the equipment to the place of worship (currently the Carnegie Building, Petoskey, MI), sets up the equipment, tests it for proper operation, manages and troubleshoots the equipment during worship services, repacks and safely stores the equipment after the service.

Expected Time Commitment:

Approximately 2 ½ hours on site each Sunday between Memorial Day and Labor Day plus travel time to and from the worship service site. Minimal additional time for cleaning equipment, forwarding the sermon video to the Website Manager, and discussing faulty equipment or new equipment needs.

Compensation: Contract. Negotiable.

Reports to: Board.

Requirements:

- Possess a reliable vehicle for transporting equipment.
- Possess a safe, dry, temperature-controlled space to store equipment in a rolling tool kit with wheels and handles 18" x 22" and 16" high.

Qualifications:

- Responsible and trustworthy.
- Ability to lift and carry up to 50 pounds.
- Knowledge of and experience with computer operations and interactions with OWL camera, use of OWL app on personal cell phone, microphones, video projectors, comfortable with Mac and Windows operating systems.
- Knowledge of and experience with Zoom.
- Ability to work in team settings and to take directions.
- Ability to think clearly, troubleshoot operations, and convey technical issues to non-technical people.

Duties:

Pre-Service

- Deliver equipment to worship site no later than one hour prior to service start time.
- Set up equipment, such as computer, projector, OWL camera, microphones.
- Make sure that all systems are operating properly. Diagnose and correct any problems that may occur.
- Take instruction from minister, Program Committee chair, or presenter about any special needs for worship that morning.
- If time allows, assist with setting up chairs and tables.

During Service

- Assure that all equipment is operating properly. Diagnose and correct any problems that may occur.
- Record sermon.
- Serve as Zoom host.
- Monitor online security.
- Share music slides, PowerPoint slides, etc. as needed.

Post-Service

- Disconnect equipment. Pack equipment, and transport it to storage site.
- If time allows, assist with putting away chairs and tables.
- Inform minister or Program Committee chair of any broken/faulty equipment and make recommendations for fixing or replacing it.
- Forward video of sermon to Website Manager.

As Needed

- Clean equipment.
- Related duties as assigned.

Submit your resume

to PetoskeyUnitarians@gmail.com

or UUCOP, P.O.Box 873, Petoskey, MI 49770.