

Job Title: Audio Video (AV) Coordinator

Job Type: Part-Time, with possible opportunities for full-time advancement.

JOB DESCRIPTION:

Chinese Baptist Church seeks an Audio Video (AV) Coordinator to lead and oversee the audio video Ministry, to ensure functional systems and comprehensive coverage are in place, and to ensure that a trained/ qualified CBC individual(s) is (are) operating the equipment for all CBC on-campus and CBC supported off-campus events, including but not limited to: worship services, weddings, funerals, retreats, outreach programs/activities, and other CBC sanctioned programs. This responsibility may require the AV Coordinator him/herself to execute and operate the AV equipment at the event/activity. Depending on the location (and familiarity with the site) of the event, pre-event site visits to verify audio video requirements as defined by the responsible teams may be required and can be appropriately accommodated. For site visits outside of CBC campus, qualified business mileage/expenses are reimbursable per IRS and CBC guidelines. Time spent (including travel to/from CBC) in preparation and at CBC-sponsored/sanctioned events, on-site or off-site each week (M-Sun) will accrue towards the total hours worked per week.

This role involves managing the full life cycle of audio video resources and equipment, and coordinating with teams responsible for using, maintaining, and securing them.

CHARACTER:

Spiritually mature believer with a vital, growing relationship with Christ, demonstrated through a commitment to humble, servant leadership.

Possesses a heart for the local church and the wider kingdom of God.

COMPETENCIES DESIRED:

- **Leadership:** Proven experience in leading AV or similar teams, with a focus on coordination and strategic oversight rather than technical execution.
- **Interpersonal Skills:** Effective at building relationships, negotiating, and educating across various levels of an organization. Effective/clear oral and written communication; ability to effectively communicate in Chinese (Cantonese and/or Mandarin) is a plus.
- **Organizational Skills:** Strong capability in managing workflows, scheduling, and resource allocation. Timely coordination with stakeholders is essential.

- **Solution Orientation:** Skilled in identifying challenges and focusing on solutions, promoting creativity and efficiency in team operations. Embraces the use of applicable technology; flexible/adaptable in regards to using different tools/solutions/processes.

CULTURE:

- **Humble:** Embraces feedback and patiently educates others about AV logistics and coordination.
- **Organized:** Efficiently manages departmental workflow and resources.
- **Flexible:** Adapts well in a fast-paced environment, responding proactively to changing needs.
- **Solution-Oriented:** Committed to resolving challenges and fostering a creative and constructive work environment.

CHEMISTRY:

Passionate about advancing the mission and ministry goals of Chinese Baptist Church through effective team collaboration and leadership. Values both relationships and results, working closely with staff and volunteers to enhance AV operations.

ESSENTIAL FUNCTIONS:

- **Oversee inventory and management of all AV equipment** including care, availability, check-out/return to the appropriate areas, and ensure all events are properly supported from an equipment and manning perspective.
- **Develop strategies for effective resource and equipment allocation and scheduling** to support approved CBC internal and CBC external functions.
- **Coordinate with CBC Pastors, Ministers/Directors, Office staff, and responsible teams of each event in advance** to understand the AV requirements, and develop the execution plan and timeline, including verification that the location and time for the event will accommodate the event plan as agreed by the responsible teams/Pastors/Ministers/Directors/Office staff and AV coordinator.
- **Lead and coordinate a team of staff and volunteers** to ensure optimal operation of AV services.

- Provide direct execution of (in person) AV support during worship services and other church events as required in the case where no other AV Ministry members or volunteers are available to perform any of the required functions in person.
- Manage AV-related budgets and vendor relationships. Develop/submit annual budget for maintenance, repair, replacement, and enhancements of audio video equipment based on CBC needs,
- Develop, maintain, and implement an AV equipment training plan (including proper usages) for CBC own equipment.
- Plan/Facilitate (and lead if appropriate) training sessions for all users (staff and volunteers) on proper use of equipment, operational procedures, and event setup/teardown (taking care to plan for event).

OTHER FUNCTIONS AND RESPONSIBILITIES:

- Participate in staff meetings and leadership teams as required.
- Availability to work in-person on weekends as required, and during special events.
- Serve as a point of contact for AV-related issues and queries for all church areas with AV equipment (including but not necessarily limited to: Worship Center, Chapel, Children's Center, FLC, Multi-purpose Room, Office area, classrooms)

RELATIONSHIPS:

- Reports to: Facilities Coordinator
- Works closely with: Ministry Leaders, Pastoral, Ministerial, Director Staff
- Oversees: Audio / Video Ministry responsibilities and coordination of AV Ministry efforts.