



# AVL TECHNICIAN

## Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for maintaining all audio, video, lighting, and digital signage systems and performs system repairs and manages the asset and work order systems.

### DEPARTMENT

Communication Ministry  
– Production Team

### REPORTS TO

Technical Director

### DIRECT REPORTS

None

### WORK WEEK

Work week varies:  
Typically TU – FR 8:30 –  
5:30, includes three  
weekends a month.

### HOURS PER WEEK

40

### FLSA

Non-Exempt

### JOB CLASS

Technician

### MINISTER DESIGNATION

No

### DRIVING REQUIRED

No

### PRIMARY DUTIES AND RESPONSIBILITIES

1. Performs AVL equipment repairs on hardware systems under team’s asset management.
2. Manages church-wide Ministry AVL needs through Work Order ticketing process. Collaborates with team on infrastructure upgrades and resolving technical problems.
3. Operates audio for weekend services, and events. May operate audio for video recordings as needed.
4. Programs and prepares video, or lighting equipment for weekend services.
5. Schedules and conducts weekly and quarterly preventative maintenance on AVL systems and assets.
6. Oversees vendor installation and maintenance of AVL systems and assets as assigned.
7. Installs or terminates cabling and conducts quality checks of network connections.
8. Creates, updates, and ensures system documentation is current and accessible.
9. Designs, organizes, and conducts training for staff and volunteers on best practices and general maintenance protocols.
10. Researches and troubleshoots to resolve signal flow and internet protocol network problems.
11. Processes purchase orders, tracks expenditures and provides budget reporting to the Director.
12. Participates in team and church-wide staff meetings, initiatives, and special projects. Shares ideas in weekly production debrief meetings.
13. Keeps up to date with industry norms, skills, trends, tools, and software.
14. Performs other duties and responsibilities as assigned.

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### OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment.

### MINIMUM QUALIFICATIONS

1. High School or General Education Development (GED) certificate.
2. Three (3) years of experience maintaining multiple complex AVL systems, troubleshooting and repairing technical problems. Must have one year of experience in live performance venues (500+).
3. Experience can substitute for education.

### KNOWLEDGE AND ABILITIES

1. Knowledge of audio systems as well as visual or lighting control systems.
2. Knowledge of budget development, expense tracking/reporting and administration.
3. Ability to determine system signal flow by reviewing project plans and wiring diagrams.
4. Ability to use tools such as a multi-meter, tone-and-probe, and cable testers to troubleshoot issues.
5. Ability to pull and terminate AVL related network cabling.
6. Ability to understand the basic IP networking.
7. Ability to diagnose and repair AVL hardware.
8. Ability to maintain a clean work environment and keep installations well organized and neat.
9. Ability to use computers and a variety of software applications.
10. Ability to work independently with limited supervision.
11. Ability to communicate clearly and effectively through both verbal and written means.
12. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
13. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

### PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 40 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to long periods of standing, reaching, walking, twisting and kneeling to perform the essential functions. Must be able to stand on ladders? Working conditions are primarily inside an office environment.

**REVISED:** APRIL 2021