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# Immanuel Bible Church

6911 Braddock Road

Springfield, VA 22151

703.941.4124

www.IBC.church

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| Department: | Music & Worship | | |
| Job Title: | **AVL- Asst. Director** NAME | | |
| Reports to: | Director of AVL & Exec. Director of Music & Worship | | |
| Type of position | Full-time | Hours: 40 hours per week salaried  Updated 02/22/2021 | |
| General Description | | | |
| The **Audio/Visual/Lighting – Asst. Director** will work in conjunction with the AVL team to provide support for all services, events, and/or programs produced by the ministries of Immanuel Bible Church under the authority and agreement with Immanuel Bible Church Doctrine, Pastors, Worship Council, and Elders. | | | |
| Primary Responsibilities | | | |
| * Support the mission and direction of the **Director of AVL**, working in tandem with his ideas and goals. * Work diligently to create a worshipful atmosphere during services that are free from distraction and technical glitches.   • Program, manage and be knowledgeable of all sound systems, projection equipment, and stage lighting throughout Immanuel Bible Church (IBC) and Immanuel Christian School (ICS). This may include but is not limited to ministry events off-site.  • Design, plan, and install AVL systems as needed to aid IBC/ICS ministries.  • Organize and maintain all equipment.  • Be capable and willing to train volunteers.   * Have excellent working knowledge of all soundboards and how to program settings as well as train others.   ~~•~~ Oversee multi-track recording of all services, productions, and events as needed.   * Provide the Video Director with high-quality sound for output to social media and live streams through the broadcast mix position. | | | |
| Desired Knowledge, Skills, and Qualifications | | | |
| * Familiarity with the following programs and devices:   + Planning Center Online   + ProPresenter   + MAC & PC   + LiveMix by Digital Audio   + MA Lighting (dot2)   + DiGiCo or Large Format Digital Audio Mixing Consoles.   + Multi-Track Recording Software (Reaper and/or Pro-Tools)   + Ableton Software * 3+ years of audio mixing experience (1,000+ member church) | | | |
| Essential Knowledge, Skills, and Qualifications | | |
| * A spiritually mature believer with a passion to serve the Church and a desire to further their relationship with the Lord. * Effective oral and written communication skills. * Willingness to serve God and His people within the AVL/Music & Worship Ministry. * Confirmed agreement with IBC Statement of Faith. * Strong organization and planning skills. * The ability to multi-task and be a motivated self-starter with limited supervision. * A Bachelor’s Degree or higher with a concentration in Church Media and/or Audio Production (Live & Post) * An excellent ear for sound, pitch, and balance. (The ability to sing and play an instrument is preferred but not required.) * Must be able to quickly learn and grasp mechanical and electrical concepts. | | |