



## **A/V COORDINATOR 2026**

### **1.0 FUNCTION**

To provide A/V support, further the purpose of the church, and serve the people of North Hills. The A/V Assistant must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

### **2. RESPONSIBILITIES**

#### **2.1 Alive Technical Coordinator**

- Participate in Worship Arts and ALIVE Student Ministry meetings.
- Provide general Tech and A/V assistance.
- Oversee and complete the weekly stage A/V setup in the Alive room.
- Ensure consistently well-produced services.
- Recruit, schedule, and train volunteer sound, slide, and video techs.
- Oversee technical needs of Alive rehearsals and worship events.
- Assist ALIVE Admin with ALIVE website (livestreams, issues, etc.)

#### **2.3 Event Technical Services**

- Oversee all technical needs for events in NHC worship spaces.
- Assist, as needed, with the technical setup and implementation for non-Sunday NHC services/events (e.g. weddings, funerals, retreats, conferences, worship nights, etc.)
- Train and assist staff, volunteers, and guests on how to use our technical equipment in all spaces across campus.
- Develop operational skills for all NHC worship spaces.
- Assist the Technical Director in other NHC tech spaces as assigned on Sundays Alive does not meet.

#### **2.3 Video Production**

- Assist the Technical Director with video production for NHC ministries.
- Create and complete video projects as assigned by the Technical Director.

### **3. ACCOUNTABILITY**

The A/V Coordinator is accountable to the Technical Director and will report on all activities on a regular basis or as requested.