AUDIO-VISUAL TECH HOST
Job Description

Friends Meeting at Cambridge (FMC) is seeking an individual to serve as the Audio-Visual (AV) Tech Host for Sunday morning Meetings for Worship, as well as the Forum preceding and Afterthoughts following worship. FMC is offering these events in a hybrid format to allow participants to join either in person or on zoom. The AV Tech Host will be responsible for ensuring that the appropriate technology is set-up, operates smoothly throughout these events each Sunday, and is stored securely after use. The AV Tech Host should be adaptable to last-minute changes in technology requirements, possibly even on the morning of the event.

Skills Necessary
- Familiarity with Zoom in Windows/OS, and Android environments
- Ability to troubleshoot an AV setup on the fly during a meeting
- Plan and communicate your work schedule with your supervisor and the Tech Host Team.
- Familiarity with Quaker faith and practice would be a benefit, but is not absolutely necessary

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Tasks / Responsibilities
- Availability to be at 5 Longfellow Park, Cambridge on Sundays from about 8:45 a.m. – 12:45 p.m depending on the needs below:
- Set up and run AV equipment in the Meetinghouse for Meeting for Worship.
  - Manage projectors, wireless microphones, speakers, mixers, hearing assistance devices, etc.
  - Ensure that the equipment is functioning effectively throughout the worship service and troubleshoot technical issues as they arise.
- Set up and run AV equipment for Forum and Afterthoughts programs.
  - (Forum and Afterthoughts are held in a different space than Meeting for Worship, using different sets of equipment).
  - Ensure that the equipment is functioning effectively. Troubleshoot technical issues as they arise.
  - Sign in to Zoom during Forum, Meeting for Worship, & Afterthoughts in order to troubleshoot and receive feedback from Zoom tech & participants.
- Coordinate and train volunteers in the use of DTen, wireless microphones and/or to assist in AV technical support.
- Learn about deeper levels of FMC's system (such as how to reboot the internet router) in the unlikely event that such troubleshooting is necessary.

Updated April 2024

- Attend the FMC Tech Host Team Meetings on zoom currently scheduled for 12-1 pm on the first Wednesday of the Month and the Community, Ministry and Technology Group Meetings on Zoom on the third Wednesday of the month from 6:30-8:00pm.
- Occasional optional opportunities for extra hours on weekends and evenings (weddings, memorial services, business meetings, threshing sessions, community gatherings on important issues).

Supervision
This role is supervised by the Staff & Administrative Manager, with input from the Tech Host Team.

Hourly wage: $25/hour