AUDIO-VISUAL TECH HOST
Job Description

Overview: As the Audio-Visual Tech Host for FMC's hybrid events, you will be responsible for ensuring that the appropriate technology is set-up, operates smoothly throughout the events, and is stored securely after use. As needed, you will be asked to create written documentation, teach volunteers, and lock up the facilities at the end of the event. An important aspect of the role is being adaptable to last-minute changes in technology requirements, even on the morning of the event.

Time Commitment: The Per diem Audio-Visual Tech Host serves in a flexible capacity with can include about 2 Sunday morning worship in the meetinghouse per month (a 3 hour shifts, give or take) and other events which fluctuate from 1-3 opportunities a month (3 hour shifts, give or take) (optional opportunity) and 2 coordination meetings per month with other AV Tech hosts and supervisor and 1 Zoom Tech Team per month.

Skills Necessary

- Familiarity with Zoom in Windows/OS, and Android environments
- Ability to troubleshoot an AV setup on the fly during a meeting
- Familiarity with Quaker faith and practice preferred
- Strong communication skills (navigating troubleshooting during worship and continually improving our practices - about which there will always be diverse opinions)

Tasks / Responsibilities

- Availability to be at 5 Longfellow Park, Cambridge on Sundays from about 9:30 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.
- Plan and communicate your work schedule with your supervisor and the other AV tech hosts.
- 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 occasional event that such troubleshooting is necessary.
- Attend the FMC Tech Team Meetings on zoom currently scheduled for 12-1 pm on the first Wednesday of the Month and AV Tech hosting check in every other week on Thursdays at 9:30am.
- 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 support from the Zoom Tech volunteer scheduler.

Hourly wage: $26/hour