
Part-Time A/V Coordinator

New Life Presbyterian Church, Dresher

Hours: 10 hours per week

Schedule: Thursday evenings (rehearsals) & Sunday mornings (services) required

Reports to: Director of Worship

Overview

New Life Presbyterian Church in Dresher (average attendance ~800) is seeking a skilled and organized **A/V Coordinator** to support the technical needs of our worship services and general oversight of the A/V needs in the church facility. This role will focus on scheduling and leading volunteers, operating sound, projection, and livestream systems, and ensuring that our services run smoothly and effectively.

Responsibilities

- **Volunteer Coordination**
 - Schedule and oversee A/V volunteers for rehearsals, Sunday worship, and special events
 - Provide training, encouragement, and troubleshooting support to volunteers
- **Service Support and Production**
 - Run or supervise sound, projection, and livestream systems during Thursday evening rehearsals and Sunday services
 - Coordinate with the Director of Worship regarding A/V needs for each service (sound checks, slides, livestream details, etc.)
 - Ensure all A/V equipment is prepared, tested, and functioning properly
- **Technical Oversight**
 - Maintain and troubleshoot A/V equipment at New Life, Dresher
 - Communicate equipment or upgrade needs to the Director of Worship

- Support additional events requiring A/V assistance in consultation and coordinating scheduling with the Director of Worship and Director of Operations or by serving directly during the events.

Qualifications

- Experience with live sound mixing, **Proclaim** presentation software, and livestream platforms
- Ability to lead, train, and encourage volunteers
- Strong organizational and communication skills
- Problem-solving mindset with a calm presence under pressure
- Commitment to serving Christ and supporting the church's mission through excellence in technical ministry

Time Commitment

- Thursday evening rehearsal (approx. 2 hours)
- Sunday morning services and prep (approx. 5–6 hours)
- 2–3 hours weekly for planning, scheduling, and coordination (flexible)