



Lake Junaluska

Lake Junaluska Assembly, Inc. Job Description

Job Title: Audio/Video Technician
Department: Media
Supervisor: Director of Media Production
FSLA Status: Non-Exempt
Salary Grade:
Supervises: None
Position Status: Seasonal

LJA Mission Statement:

As an employee of Lake Junaluska Assembly, Inc., you are a member of a ministry team implementing the LJA mission, which is "to be a place of Christian hospitality where lives are transformed through renewal of soul, mind and body". We make available effective Christian programming for training, inspiration, recreation and personal enrichment. The staff also work together to be good stewards of LJA assets, and to provide radical Christian hospitality for every guest.

Essential Functions

- Regularly operate all audio/video equipment and set up systems and equipment. To include; camera operation, audio operation, lighting operation, running presentation software, stage set-up and breakdown, and assisting in the recording and resale office.
- Regularly hang banners, wiring, etc. as needed to set up rooms and auditorium for customers/guests.
- Comply with all safety policies, practices and procedures.
- Occasionally perform other duties as assigned.

Knowledge, Skills and Abilities

Requires any combination of education and experience equivalent to a high school diploma and up to one month related experience or training;

Must have a strong personal commitment to professional customer service and be able to work as a vital team member.

Communication Skills: Superior communication skills and the ability to interact with variety of personality types are required. Ability to effectively present information in one-on-one and small group situations to customers, clients, and staff of the LJA.

Working knowledge of all types of sound systems, computers, and live video operation.

Ability to read and comprehend simple instructions, short correspondence, and memos.
Ability to write simple correspondence.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Computer Skills: Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics. Must have good working knowledge of PowerPoint and MediaShout.

Organization Skills: Ability to prioritize and organize work for each day.

Performance/Success Factors

Be punctual to work and other related functions; performs well in a team environment; complete work in a timely, accurate, and thorough manner; conscientious about assignments and be able to prioritize daily tasks and events.

Must be a team player and cooperate with all staff.

Routine duties are performed with minimal supervision; standard practices or procedures allow person to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

Participate in proactive team efforts to achieve departmental and company goals.

Provide leadership to others through example and sharing of knowledge/skill.

Strive for quality in all task and/or duties.

Ability to receive guidance with respect to general objectives; in the majority of tasks and projects assigned, occasionally determine methods, work sequence, scheduling and how to achieve objectives of assignments; operate within specific policy guidelines.

Able to work independently but operate within department policy guidelines using independent judgment.

Working conditions

Work indoors and outdoors exposed to changing weather conditions such as snow, rain, wind, etc.

Distant and close vision required to set up equipment. Able to identify and distinguish colors; ability to adjust focus, must have depth perception to perform required duties.

Moderate to loud noise in working area.

Physical Demands: Constantly moves about to coordinate work. Must be able to stand (occasionally for prolonged periods of time, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, talk to and hear staff and customer requests, able to work in high, precarious places, and sometimes in wet or humid conditions. Must be able to lift or carry or otherwise move and position objects weighing up to 50 pounds to coordinate work. Typically work duties are of a moderate physical activity, performing somewhat strenuous daily activities of a primarily product/technical nature. Frequently needs manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

Work hours: Mon-Sun, nights/weekends/holiday's as required

Receipt and Acknowledgment

I accept employment at Lake Junaluska Assembly, Inc and acknowledge by my acceptance that:

- This position is not eligible for the Lake Junaluska Assembly, Inc., benefit package which includes medical, dental, vision, life, LTD, AD&D, Pension, vacation, holiday or sick time.
- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time if I am unable to perform these functions.
- My job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the essential job functions as well as compliance with all policies, procedures, rules and regulations of the Human Resources Policies and Procedures Manual for Lake Junaluska Assembly, Inc.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____

Equal Opportunity Employer