



Role Description

Position title:	Audio Visual Technician	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None.	Other key relationships:	Master of Ceremonies, Music Coordinator, Choir Leaders, Sacristan
Position Purpose:	The role of the Audio Visual Technician is to prepare and operate the sound system and audio visuals used in the Mass and other liturgies.		
Qualifications and experience:	<ul style="list-style-type: none"> No experience required as Audio Visual Technicians are provided training. 		
Training:	<ul style="list-style-type: none"> All volunteers must complete the Safeguarding Essentials online training module on an annual basis. Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. Other training as directed. 		
Conditions:	<ul style="list-style-type: none"> This is a volunteer role. Expected commitment is 1-2 hours a week/month. Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. Must apply for a Police Check or provide a recent Police Check if applicable. 		

Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values
- Must be familiar with the Mass
- Honesty and integrity
- Reliability
- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy
- Able to confidently utilise relevant technology e.g. computers, internet, social media, website
- Experience of using a variety of relevant software packages

Key Results Areas:	Key Duties:
Serving in liturgies	<ul style="list-style-type: none"> • Coordinates with the priest, sacristan, liturgical committee, parish secretary, choir leaders and music coordinators to prepare the PowerPoint presentations for weekend Masses and liturgies. • Ensures the church's sound and audio visual equipment is present and working. • Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. • After Mass stores sound and audio visual equipment securely. • Reports any issues with sound and audio visual equipment. • Investigates and reports recommendations for purchase of new sound and audio visual equipment.
Training	<ul style="list-style-type: none"> • When required, trains new or continuing liturgical ministers.