



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Audio Visual Specialist

OFFICE/CAMPUS: Technology Services/School-wide

REPORTS TO: Director of Technology

STATUS: 10 Months (Non-Exempt), Part-Time

SALARY RANGE: \$24-\$27 per hour

PRIMARY PURPOSE:

Provide support for Hawaii Baptist Academy events and operations using audio and visual systems

ESSENTIAL DUTIES/FUNCTIONS:

- Operate audio-visual (A/V) equipment for events on and off campuses, including assemblies, chapels, performances, end-of-year, and community events.
- Operate streaming video systems during events as needed.
- Load, transport, set up, and break down A/V equipment for each event.
- Communicate with and assist event organizers in planning for event technical needs.
- Work professionally and courteously with stage, ministry, administrative, and student teams.
- Plan for event-appropriate equipment and safe equipment layouts for each event.
- Assist in instructing students on the proper use and care of A/V equipment.
- Assist with troubleshooting and maintenance of classroom and facility A/V equipment
- Maintain inventory records of A/V equipment owned by HBA Technology Services.
- Work with the Tech Team and outside vendors to service or repair A/V equipment.

OTHER DUTIES/FUNCTIONS:

- Work with the Director of Technology to develop options that meet A/V needs of the school.
- Occasionally work with the Tech Services team to maintain A/V equipment as needed.
- Evaluate system operations and communicate potential problems.
- Work effectively in a team environment to resolve problems, discuss new A/V requirements, etc.
- Other duties as assigned.

CORE VALUES OF HBA: An employee of HBA must demonstrate the following core values:

- **Humility:** We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- **Curiosity:** We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- **Love:** We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- **Commitment:** We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- **Equipment:** Laptops, PA Speakers, mixers, microphones, instruments, various cabling, projectors, TVs, Smartboard TVs, LED walls, equipment racks, and stage platforms.
- **Work Hours:** Flexible up to 19 hours per week. Schedule is centered around daytime chapels and events. Work is performed Monday through Friday with occasional Saturdays from 7:30 am to 11:30 am. Typical chapel schedule would be Tuesdays from 6:00 am - 11:00 am and Wednesdays 7:00 am - 10:30 am. Chapel schedules subject to change. Additional event times and locations vary during the school year.
- **Physical Requirements:** Must be able to carry up to 50 lbs. (speakers, equipment racks, and displays). Must have full range of movement. Due to work in close proximity to children, must pass fingerprinting and background clearance checks. TB clearance required.

QUALIFICATION REQUIREMENTS:

- **Spiritual:** Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ and beliefs as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- **Skills/Knowledge:**
 - (a) Must be able to diagnose and resolve A/V system problems. Must be familiar with basic live sound principles and comfortable with both analog and digital audio mixers.
 - (b) Must be familiar with basic video concepts and video system interconnects.
 - (c) Must be able to work independently yet function effectively in a team environment
 - (d) Be well-organized; able to multitask and maintain situational flexibility.
 - (e) Have good verbal and written communication skills.
 - (f) Possess working knowledge of Microsoft Office (Word, Excel, PowerPoint); Google Suite (Docs, Sheets, Slides, Mail, Drive); Zoom Video Conferencing; ProPresenter.
- **Education:** Minimum High School degree or equivalent.
- **Experience:** Minimum two years working with live audio in performance or house of worship environments.

PREFERRED QUALIFICATIONS:

- **Skills/Knowledge:** The ideal candidate enjoys working with people and communicates well with event leaders, volunteers, performers, and students. Candidates would enjoy working with A/V technology in chapel, performance and lecture types of environments.