



*...a Premiere Christian Camp and Retreat Center*

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## **AV Coordinator**

*revised August 5, 2004*

### **TITLE:**

The title shall be AV COORDINATOR

### **QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Minimum of high school graduate with preference given to at least one year of college. Experience/interest in using a wide variety of audio/visual equipment and a strong knowledge/interest in computers (specifically the Macintosh operating system).

**CONVICTIONS:** Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

### **SCOPE AND IMPACT OF DUTIES:**

Since this person relates to deans, counselors, campers, and site staff, the attitudes, and the interaction must be consistent with the principles of Christian love and the concern for persons. Patience, concern, compassion, fairness, and love are requisites. A familiarity with a variety of audio/visual equipment is a vital part of this job. Extreme proficiency in the use of Macintosh computers is a must. This person is responsible for expensive equipment and is expected to exercise proper judgment and care in its use. It is important that he/she be a self starter and doesn't have to be prodded to finish projects. Inasmuch as he/she will also be working around the office and will be exposed to private and confidential information, he/she is expected to keep that information private and to use discretion in discussing office matters with others.

### **PRINCIPLES OF EMPLOYMENT:**

Jumonville's Summer Staff Personnel Policies shall pertain to this position.

### **LINE OF AUTHORITY:**

This position works under the supervision of the President.

### **SPECIFIC DUTIES:**

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously. Check on a regular basis with the President for your top priorities as they may change on a regular basis.

1. Coordinate the work of any AV Specialists.
2. Videotape and photograph different activities and events as needed or as requested.
3. Video and audio editing to develop requested promotional/historical presentations.
4. Make sure all campus PA systems are working properly and set them up as needed and requested.
5. Move A/V equipment around campus as requested. Make sure equipment is properly hooked up and that the group scheduled to use the equipment is aware of proper operating procedures.
6. Filling work orders for videotapes, audio cassettes, copies, etc...
7. Keep dining room supplied with songbooks and provide songbooks for groups as requested.
8. Complete special projects as assigned.
9. Shooting daily digital picture of each of the camp groups.
10. Posting daily digital pictures to the Jumonville web site.
11. Working on upgrading and maintaining the Jumonville web site under the direction of the President.
12. Organizing the best digital pictures from the summer under the direction of the President.
13. Taking group photos and handling the order and fulfillment process.
14. Handling daily camper e-mails by printing out copies for delivery and sending a return response.
15. Any other duties as may be specified by the President and his/her designee.