

**All Souls Unitarian Universalist Church
4501 Walnut Street
Kansas City, Missouri 64111**

Position: Worship Arts Coordinator (PT)
Department: Worship
Supervisor: Senior Minister
Subordinates: Audio/Visual Technician
FLSA Classification: Nonexempt
Date Prepared: July 4, 2013
Date Revised: September 30, 2013

POSITION SUMMARY

The Worship Arts Coordinator will demonstrate a strong ability to administer and execute multiple tasks concurrently to help ensure a seamless, thematic, worship experience for those attending All Souls' worship services. The Worship Arts Coordinator will report to the Senior Minister and work closely with the Senior Minister, Music Director, Worship Team and others involved in weekly service planning at All Souls.

RESPONSIBILITIES

- Oversees and maintains audio/visual equipment.
- Authorizes purchases of audio/visual supplies and equipment.
- Regularly attends meetings with Senior Minister, Staff, Music Committee, and Worship Team including weekly Production Meetings with the Senior Minister, Church Administrator and Music Director.
- Supervises contracted and/or volunteer audio/visual technicians.
- Oversees the visuals that are displayed on the projection screens.
- Creates, Builds and Administers weekly Power Point Presentations for Sunday Worship including hymn lyric slides and all other video needs.
- Creates, Builds and Administers Weekly Announcements Power Point Presentations for Sunday Worship.
- Set up, provide visual support for, and take down equipment for worship alone or with the aid of various contracted and/or volunteer sound technicians.
- Supervises and/or assists with audio/visual needs for Memorial Services for members at no charge and Memorial Services for non-members for a fee.
- Supervises and/or assists with audio/visual needs for other special services (i.e. weddings) for members and non-members for a fee.

REQUIRED QUALIFICATIONS

Must have extensive knowledge of Computers; Power Point; Word Processing; Video, Audio and Image Web Capture; Video, Audio and Image Editing; and Sound Operation and Equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 50 pounds.