

<b>Job Title:</b>	A/V Operator	<b>Job Category:</b>	MEDIA
<b>Department/Group:</b>	EVENTS	<b>Job Code/ Req#:</b>	VP/MEDAVOP/JD008
<b>Level/Salary Range:</b>	Voluntary	<b>Position Type:</b>	PART TIME
<b>Will Train Applicant(s):</b>	YES	<b>Posting Expires:</b>	N/A

**Applications Accepted By:**

E-mail: bookingswithvp@gmail.com

**Attention:** BWSE leader/Fellow

**Job Description**

**JOB BRIEF**

To project visual and audio communication on screen during BWSE events

**ROLE AND RESPONSIBILITIES**

- Prepare songs/visual and audio information prior to a BWSE event
- Ensure computer and all equipment needed are working properly prior to an event
- Responsible for retrieving information, songs etc., to project on screen and proofreading them for errors etc.
- Working with the moderator, worship leader, speaker etc in relation to content visualised on screen

**CRITERIA**

	ESSENTIAL	DESIRABLE
IT level 3 qualification or above	E	
Up to date DBS check	E	
Experience using digital media i.e. overhead projectors, computer	E	
Experience using MS office suite	E	
Excellent Interpersonal skills	E	
Good attention to detail	E	
Ability to work under pressure	E	
Ability to work as part of a team	E	
Able to follow directions at a moment's notice	E	
Good written communication skills		D
Ability to engage with the public and professionals at all levels	E	
Excellent Presentation skills on screen	E	

**ADDITIONAL NOTES**

NONE

**VARIATION CLAUSE**

This is a description of the job, as it is constituted at the date shown. It is the practice of BWSE to periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the post holder.

Reviewed By:	Adel Pinnock
Approved By:	Adel Pinnock
Last Updated:	15/1/2017 9/7/2021