



## AV COORDINATOR

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## ST ANDREW'S CATHEDRAL

### **AV COORDINATOR FOR ST ANDREW'S CATHEDRAL**

St Andrew's Cathedral (SAC) is an Anglican church in Singapore which runs approximately 15 worship services each week. It is the main Cathedral church of the Anglican Diocese of Singapore and serves as the mother church of 27 parishes. SAC is located near the City Hall MRT Station, in the Central Business District.

### **DUTIES & RESPONSIBILITIES**

Work closely with the Head of Worship & Creative Arts Ministry and Head of Administration & Operations to:

- Oversees all aspects of audio, visual and lighting for worship services and events.
- Lead and guide the team of AV staff and volunteers.
- Responsible for training and scheduling volunteer staff for audio, visual and live stream needs.
- Live sound: Consistently ensures a quality live mix is achieved during worship services and as needed. Adjusts for specific audio needs of each song/speaker by making adjustments to IEM monitors, mixing board /mix and house speaker levels. Records audio as needed.
- Visuals: Assists in creating slides in ProPresenter and PowerPoint. Assists with adding videos/visuals into the presentation as needed.
- Responsible for AV operations to meet live-stream needs
- Ensures all technical equipment is set up optimally for rehearsals and services.
- Maintains systems: Provide recommendations for equipment upgrades and scheduling of repairs.
- Recruits and trains volunteers.
- Interfaces with worship leaders and service pastors for full preparedness.
- Is accountable for ensuring audio and video recordings of services are completed and backed up in a timely manner.

*Other responsibilities may include:*

- Contributes creatively to worship services/planning through the technical arts.
- Provides audio/visual support to other events - weddings, funerals, etc.
- Collaborates with the Media Team on the production of videos e.g. interviews, ministry promotional videos etc.



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### **REQUIREMENTS**

- Is trained as a sound technician with proficiency (or demonstrates potential proficiency) in running live sound.
- Understands in-ear monitoring systems, cabling, mics, room acoustics. Has working knowledge of various state-of-the-art mixing boards (prior proficiency on Allen&Heath is preferred)
- Knows or shows aptitude for advanced learning of PowerPoint and demonstrate proficiency of ProPresenter by a mutually agreed upon date.
- Possess good communication and leadership skills.
- Willing and able to work in the evenings, and on weekends

Please apply to [hr@cathedral.org.sg](mailto:hr@cathedral.org.sg) with your updated resume, expected salary and notice period. Only shortlisted applicants will be notified.

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