



AV COORDINATOR

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.

The AV Coordinator works closely with the Head of Worship & Creative Arts Ministry and Head of Administration & Operations to oversee all aspects of audio, visual and lighting for worship services and events.

DUTIES & RESPONSIBILITIES

- 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.
- 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.
- Work together 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 Duties: Contributes creatively to worship services/planning through the technical arts. Collaborates with the Media Team on the production of videos e.g. interviews, promotional videos



AV COORDINATOR

ST ANDREW'S CATHEDRAL

REQUIREMENTS

- Singaporeans and PRs only
- Trained as a sound technician with proficiency (or demonstrates potential proficiency) in running live sound.
- Must have an ear for music and in-depth knowledge/appreciation of multiple musical genres and how to achieve a high quality mix for different genres. Great ear for audio blend is required.
- 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), sound systems, digital technology, projection systems.
- Knows or shows aptitude for advanced learning of PowerPoint and demonstrate proficiency of ProPresenter by a mutually agreed upon date.
- Knows how to record, edit, crop, and compress audio and video files (Adobe CS preferred but not required)
- Knows how to operate video and lighting equipment. Camera skills and video editing experience required.
- Possess good communication and leadership skills.
- Willing to learn from and teach others with patience.
- Willing and able to work in the evenings, and on weekends
- At least 1 year of experience volunteering or working in church production is preferred.

Interested applicants please write to: hr@cathedral.org.sg