

Job Posting

Position	Department	Reports to	FTE	FLSA Class
Chapel Tech Supervisor	Audio Visual Technology	Director of Audio-Visual Technology	.25	Non-Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: Serving as part of the Audio-Visual Technology team, the Chapel Technical Supervisor is responsible for all aesthetic and technical aspects of Grace College Chapel productions. This position also provides support to the college community and external clients for audio, visual, and lighting (AVL) services.

Essential Responsibilities:

Responsibilities include, but are not limited to, the following:

1. Manage and supervise weekly Chapel services during the academic year working in collaboration with Chapel staff, Chapel band, Special Events, OIT, Athletics, and Physical Plant.
2. Coordinate and assist in weekly training of student employees in group and individual sessions covering all aspects of Chapel production.
3. Be present for all Chapel services to supervise student operations of cameras, video projections, video switching, sound mixing, and any other technical roles that support the production.
4. Develop processes and checklists for each technical role that aim to sustain or improve production quality and consistency.
5. Develop or delegate on-screen graphics, titles, backgrounds, and other production content to fit the aesthetic established by the Chaplain and/or Chapel staff.
6. Provide or delegate audio and video post-production for chapel recordings, including transferring, editing and exporting projects. Maintain a hard disk and/or cloud archive of completed projects.
7. Provide administrative support for livestream archives on YouTube and other social media platforms.
8. Oversee the design and construction of the chapel stage set, including rigging and programming lights in coordination with supervisor and Chaplain.
9. Assist in the maintenance, repair and upgrades to current audio and video systems.
10. Provide support for equipment check-out/usage.
11. Attend weekly departmental and supervisor meetings.
12. All other duties as assigned by supervisor

Qualifications:

A. Minimum:

1. A 2 or 4-year degree in audio engineering, video production, or related programs. Will also accept candidates with 4+ years field experience.
2. Must possess detailed understanding of audio/visual equipment and operations.
3. Must have experience in video production and streaming.
4. Must have experience in live sound reinforcement.

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5. Must have experience in carpentry, theatre set construction, and light-duty rigging.
6. Must have experience with Microsoft Office programs, including PowerPoint.
7. Must possess the ability to troubleshoot computers and basic networking, e.g. LAN control of projectors, cameras, video switchers, and other audio-visual equipment.
8. Must possess the ability to multi-task and coordinate multiple projects/events simultaneously.
9. Must understand single-phase electrical principles and basic wiring skills of electrical connections.
10. The ability to train, supervise, and manage student staff with previous supervisory experience.
11. Must be flexible with work schedule to meet deadlines, and effectively support campus events and needs.
12. The ability to meet all requirements and timelines with minimal supervision.
13. The abilities to lift and carry 50 lbs. and occasionally lift/move up to 150lbs; sit and/or stand for extended time periods.
14. Professional appearance and the ability to effectively interact with persons at all organizational levels are essential.
15. Must be a self-starter and know how to take initiative.

B. Preferred:

1. Experience using ProPresenter.
2. Experience with Pro Tools or Logic Pro.
3. Experience using Obsidian Onyx or similar lighting control software.

Status: Part-Time, Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 2/13/2025