



Job Description

Job title	<i>Audio Visual Support Associate (Part Time)</i>
Reports to	<i>Audio Visual Operations Manager</i>

Position Objectives

Reporting to the AV Operations Manager and working closely with the volunteers to provide reliable quality support service. The incumbent will provide reliable quality technical audio-visual support service to RHCCC, ministries and other user groups with the common goal to bring glory to God.

Scoop of responsibilities

- Responsible for the preparation, set up, testing and provide onsite real-time support for Powerpoint and visual presentation.
- AV support for 3M service and special events (Evangelistic meetings, Easter, Christmas, etc.)
- Co-ordinate AV support for Cantonese and Mandarin Service.
- Provide training to staff and volunteers.
- Office administrative work.
- Perform routine check-ups, conduct preventive maintenance on a weekly basis.
- Provide input/comments/feedback to ministry/event groups on matters relating to technical audio visual needs.

Qualifications

- Mature Christian wanting to respond to God's love by serving Him with joy and dedication.
- Committed to RHCCC – a RHCCC member or planning to be a member.
- Responsible, reliable, a team player.
- Ministry-oriented and open mind.
- Possess knowledge of AV systems and equipment
- Possess a passion in dealing with AV technical issues/problem.
- Interested in finding & learning new gears that will improve the current system.

Working conditions

Saturday - 3:00 pm to 7:00pm, Sunday – 7:00am to 4:00pm, other time – Flexible.
Total: 15 hours/week (working hours and time might change due to special program's requirements)

Physical requirements

Nil

Approved by:	<i>Paul Ting, CAO</i>
Date approved:	<i>March 28, 2017</i>
Reviewed:	

Ideally, a job description should be reviewed annually and updated as often as necessary.