

**Kingswood University**  
Sussex, New Brunswick

**JOB DESCRIPTION**

- Position Title:** Academic Department Audio-Video Tech
- Classification:** Part-time, hourly (up to 15 hours per week); September to April
- Responsible to:** Vice President for Academic Affairs (VPAA)
- Position Summary:** Provide technical support and training for audio-video presentation for chapel and Pulse
- Note:** The AV Tech may be asked to provide support for events for other departments; these are under the supervision of and remuneration by the respective departments and are not considered part of the 15 hours per week of this position.

**Responsibilities:**

- Work with the Director of Worship to provide technical support for Chapel - sound, light, and video;
- Work with the Director of Pulse to provide AV support for Pulse Day activities;
- Recruit and schedule student volunteers for all chapel services and Pulse;
- Provide leadership and training for student volunteers who make up the tech workforce;
- Manage the care and maintenance of AV equipment connected to the chapel and its ministries;
- Maintain all chapel hardware and software associated with AV presentation;
- View the position as ministry, mentoring students in their Christian walk as opportunities arise in the fulfillment of responsibilities.
- As time allows:
  - Create and maintain standard operating procedures for chapel AV presentation.
  - Create and maintain standard operating procedures for use and storage of all institutional AV equipment.
  - Make recommendations for hardware and software upgrades to increase the media team's ability to serve the needs of campus.

**Attributes**

- A consistent positive attitude with a warm smile and gracious spirit;
- A servant spirit, good team player with a healthy sense of humour;
- A teachable spirit, able to accept criticism and resolve conflict;
- A mindset that is self-motivated, goal oriented and task focused;
- An ability to respond to challenges with creativity and confidence;
- Leadership qualities which take initiative, accept responsibility, and follow up with accountability.

**Values:**

- Respect for the doctrines and practices of the Wesleyan Church and a lifestyle in harmony with them;
- Genuine and apparent love for others demonstrated by consistent spirit of kindness, compassion, and respect for all;
- Integrity and moral excellence, living a life above reproach;
- A commitment to assist enthusiastically in fulfilling the mission of Kingswood University.

**General University Information:**

Kingswood University is owned by The Wesleyan Church.

Kingswood University exists to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

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