

Desert Hills Bible Church
Campus Audio/Visual Job Description (Draft)

Date Profile Updated: March 2026	Completed By: DHBC Worship Directors
Position Title: Campus Audio/Visual (AV) Coordinator	Supervisor: Teaching Pastor
Ministry: The Campus AV Coordinator is the part-time staff-person for the DHBC campus audio/visual ministry. He manages volunteers, equipment, and systems in the campus audio/visual ministry to help support the ministries within his purview, thus fulfilling the mission of DHBC.	
Hours/Compensation: This position is a part-time position with a 10-hour weekly expectation. Compensation is dependent on level of experience and/or talent of the individual hired. Hours will be overseen by the teaching pastor.	

Primary Purpose of Position:

The primary focus of this position is to manage and maintain all audio, visual, and lighting systems for gatherings and events occurring on the DHBC campus (not including the sanctuary and room 204) under the direction of the teaching pastor.

Key Responsibilities:

- Oversee all audio, visual, and lighting operations for all events happening anywhere on the DHBC campus. This does not extend to the sanctuary, room 204, or events involving live music.
- Oversee all audio, visual, and lighting systems on the DHBC campus. This does not extend to the sanctuary or room 204.
- (Beginning January 2027)* Oversee Campus AV budget line.
- Operate as the AV coordinator for all events within his purview, ensuring all audio and visual elements are in place and that all relevant parties are fully communicated to. Prepare all rooms and resources for events in advance as needed.
- Provide and maintain a high level of excellence in all technical aspects of the events he oversees.
- Be proactive to oversee and continuously enhance all campus AV systems (sound, livestream, slides, and lighting). This does not extend to the sanctuary or room 204.
- Identify and bring in outside contractors for AV tasks and projects if/when needed.
- Be proactive about reviewing the upcoming needs of the AV ministry (budget, scheduling, updating systems, events calendar). Be proactive in communicating needs to the teaching pastor.
- Cover and/or schedule all AV positions for events within his purview.

Key Relationships:

Teaching Pastor, Strategic Assistant to the Pastor-Teacher, Elder Board, Events Coordinator

Position Requirements:

Character	A lifestyle and heart for Jesus Christ that models Christian character.
	A genuine love for God demonstrated by his love for the church, his family, volunteers within his ministry, and unsaved people around him.
	Conduct that is above-reproach in all relationships and interactions within the church and community.
	Must be eager and diligent in his work and aim for excellence in his ministry to the Lord.
	Must be flexible and willing to work under the teaching pastor with an attitude of agreeableness and humility.
	Must agree without mental reservation to the DHBC Statement of Faith, What We Teach, and Music Ministry Guidelines documents.
Skills	Strong troubleshooting and problem-solving abilities for a variety of AV systems (Audio, Visual, Lighting).
	Strong attention to detail- especially in relation to the planning and executing of AV operations for all events.
	Able to relate well to his primary ministry volunteers and leaders.
Experience	Pursuing or has graduated from a college/university with a bachelor's degree (preferred, but not required).
	Minimum of two years working in an AV capacity

Dates of Tenure:	Indefinite
Leave:	TBD