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| *Insert Parish logo here* |

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| Position title: | Audio Visual Technician | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None. | Other key relationships: | Master of Ceremonies, Music Coordinator, Choir Leaders, Sacristan |
| Position Purpose: | The role of the Audio Visual Technician is to prepare and operate the sound system and audio visuals used in the Mass and other liturgies. | | |
| Qualifications and experience: | * No experience required as Audio Visual Technicians are provided training. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Must be familiar with the Mass * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy * Able to confidently utilise relevant technology e.g. computers, internet, social media, website * Experience of using a variety of relevant software packages |

| Key Results Areas: | Key Duties: |
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| Serving in liturgies | * Coordinates with the priest, sacristan, liturgical committee, parish secretary, choir leaders and music coordinators to prepare the PowerPoint presentations for weekend Masses and liturgies. * Ensures the church’s sound and audio visual equipment is present and working. * Arrive in a timely manner prior to the commencement of the Mass, allowing enough time for preparation and set up. * After Mass stores sound and audio visual equipment securely. * Reports any issues with sound and audio visual equipment. * Investigates and reports recommendations for purchase of new sound and audio visual equipment. |
| Training | * When required, trains new or continuing liturgical ministers. |