

## **AVLB Officer - Job Scope**

### **Responsibilities**

- Maintain Audio, Visual, Lighting, Broadcast (AVLB) equipment, stage equipment, and musical instruments to ensure operational readiness in all AVLB-involved locations
- Schedule and oversee regular maintenance to prevent equipment downtime
- Recruit, train, and schedule manpower for AVLB ministries and update related rosters to ensure adequate staffing
- Manage the purchase and sale of AVLB equipment following instructions and approvals to maintain inventory needs
- Maintain and update the AVLB inventory list to track equipment availability and condition
- Operate AVLB equipment and provide technical support at offsite events such as Christmas@Kovan, family camps, and other special events
- Set up and dismantle auditorium stages efficiently to support event requirements
- Provide technical grip support for creative arts projects including video productions and photoshoots to ensure smooth operations
- Perform audio post-production tasks for creative arts projects to deliver quality sound outputs
- Carry out any other relevant duties assigned by the Senior Pastor or designated personnel

### **Requirements:**

- Minimum “O” level qualification or equivalent
- Strong technical aptitude with willingness to learn and ability to work collaboratively in a team environment
- Relevant working experience in audio production, sound engineering, or AV equipment repairs will be beneficial
- Familiarity with AV equipment through church AV ministry service or participation in school AV co-curricular activities (CCAs)
- Familiarity with Microsoft Office (Word, Excel, Powerpoint), Google Drive, Google productivity software (Doc, Sheets, Slides) is required.
- Familiarity with any of the following software / systems will be beneficial: Logic Pro, ProPresenter, Dante audio systems.

### **Working hours:**

- Wednesday to Friday: 9am - 6pm
- Saturday: 10am - 7pm
- Sunday: 7.30am - 4.30pm

### **Application:**

Interested applicants please submit a detailed resume stating expected & current salaries and date of availability.

All applications will be kept in strict confidence.

We regret that only shortlisted candidates will be notified.