

## AUDIOVISUAL (AV) OPERATOR

**Purpose:**

The AV Operator operates the sound system and audio visuals used in the Mass and other liturgies.

**Responsible to:**

Parish Priest or Liturgy Coordinator

**Role Description:**

The role of the AV operator is to operate the sound system and audio visuals used in the Mass and other liturgies.

**Duties:**

The AV Operator will:

- Arrive at least 15 minutes before the commencement of Mass, to prepare and ensure the church's sound and audio visual equipment is present and working.
- After Mass, store sound and audio visual equipment securely.
- Report any issues with sound and audio visual equipment to the Sacristan or Parish Office.

**Conditions:**

- This is a volunteer role.
- Expected commitment is to be placed on a roster, usually two liturgies per month depending on availability of AV operators.
- AV operators are required to:
  - hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years;
  - read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years;
  - Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

*Duties may vary from parish to parish.*

**Training required:**

- All volunteers must complete a safeguarding training module as required.
- Initial induction training prior to commencing in the role and other training as required.

**Qualifications and experience:**

- No prior experience is required as AV operators are provided with training. Some familiarity with PowerPoint is desirable but not necessary.

**Skills and attributes:**

- Respects the cultural, gender and age diversity of the parish.

- Committed to the safety of children, young people and vulnerable people.
- Willing to work collaboratively as part of a team.
- Familiar with the Mass.
- Reliable and responsible.
- Willingness to participate in learning opportunities eg. induction, training and development.
- Able to confidently utilise relevant technology.
- Respects confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

**Benefits to this position:**

Those who commit to this ministry will have the privilege of serving the parish community and contributing to the smooth running of our liturgies.