



AVL & Digital Operations Specialist Job Posting

Reports to: Lead Pastor
Status: Full-Time Position (40 hours/week)
Start Date: Fall 2026
Remuneration: Commensurate with education and experience

Description:

The AVL & Digital Operations Specialist is an energetic, organized, and technically skilled team player who serves on Bethel's production team. They systematically maintain, operate, and safeguard all physical audio, video, and lighting (AVL) systems across all church venues, manage digital media distribution pipelines, and optimize front-end website content to facilitate church engagement and advance Bethel's overall mission.

Responsibilities:

1. Physical AVL & Stage Production Operations

In collaboration with the Technical Production Director, you are responsible for maintaining system readiness and operating physical production environments across all Bethel properties, including:

- a) **Venue & System Stewardship:** Systematically maintain, operate, and safeguard all physical AVL systems across the Main Auditorium, Youth Auditorium, Kids Auditorium, Prayer Room, The Hub, and Music Room.
- b) **Live Service Execution:** Provide technical mentorship, operational coaching, and hands-on guidance to production volunteers during scheduled services, rehearsals, and special events.
- c) **Service Coverage Backup:** Serve as the primary operational backup for all live production stations (audio, broadcast video, lighting, and presentation graphics), stepping in immediately to operate any position when a scheduled volunteer is unavailable.
- d) **Stage & Rehearsal Prep:** Execute stage configurations, lighting programming, cable routing, line-checks, and gear audits for Thursday night rehearsals and Sunday services.

2. Digital Media Pipelines & Content Strategy

In collaboration with production leadership, you are responsible for executing weekly digital media processing and distribution workflows, including:

- a) **Audio & Video Archiving:** Clean, compress, EQ, master, and archive weekly raw service audio and video recordings to produce a pristine master archive.
- b) **Short-Form Reel Production:** Edit and export vertical highlight clips (9:16 format) from weekly sermons for social media and process translation video assets.

- c) **YouTube Channel Management:** Assemble sermon media packages and manage master uploads to Bethel's official YouTube channel, completing title details, descriptions, tags, and link references.

3. Overseeing Church Website Content & Technical Documentation

In collaboration with the Technical Production Director, you will manage front-end website synchronization and internal knowledge bases:

- a) **Website Content Synchronization:** Update website pages with the latest sermon resources, downloadable graphics, and event registration forms, and verify form routing settings.
- b) **Knowledge Base & Analytics:** Log hardware configurations, software adjustments, and troubleshooting steps in the team's Notion Knowledge Base, and compile weekly website/YouTube analytics reports.

4. Providing Production Support for Special Events

From time to time, you will provide operational and technical production support for seasonal services and church-wide events beyond standard weekly hours, including:

- a) Weddings hosted at Bethel
- b) Celebration of Life (Funeral) services
- c) Christmas & Easter productions and services
- d) New Year's Eve Crossover Service
- e) District/National conferences and special church gatherings

Qualifications

- a) Diploma, degree, or formal technical training in Audio/Visual Production, Media Studies, Digital Media, or a related technical field (or equivalent practical experience).
- b) A minimum of 3–5 years serving on the technical production team or staff of a local PAOC church or similar live media production environment.

Competencies

- a) A mature follower of Christ with a servant heart and a passion for church production ministry.
- b) Hands-on proficiency with live sound mixing, stage lighting programming, broadcast video workflow, and presentation graphics.
- c) Skilled in digital video editing (non-linear 9:16 vertical reels), audio mastering, and YouTube platform management.
- d) Strong operational discipline and proven ability to meet strict weekly deadlines.
- e) Organized and process-oriented; comfortable maintaining inventory and documentation via tools like Monday.com and Notion.
- f) Able to coach, mentor, and guide volunteer production team members during live service environments.
- g) Clear and professional communication skills across internal messaging platforms, email, and live production environments.
- h) Adaptable, dependable, and ready to step into any production role seamlessly during live worship services.

Email a Cover Letter & CV to William Sloos, Lead Pastor, wsloos@bethel.ca
Only those selected for an interview will be contacted.