



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to
Marc Maddox, Director of Operations, at mmaddox@westsideacademy.org

AUDIO/VISUAL COORDINATOR

Part-time, begins August 2024

We are seeking to add a part-time A/V Coordinator to the WCA staff to support the audio visual equipment in our sanctuary and other areas for chapels and special services and events.

Hours: 4-10 hrs/wk. Hours will vary depending on the school calendar. Operates and oversees US Forum on Mondays and chapels on Wednesday mornings during the school year along with a few special events throughout the year (mid-August to late May). Hours for this role would vary week to week.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO)

- Oversight of A/V equipment in the sanctuary. This includes troubleshooting problems, maintenance and updates as needed, vision for future equipment and improvements, and any other related issues as it pertains to A/V.
- Operate A/V during Wednesday morning chapel services, special services, and class events as needed. Coordinate with trained students to serve in running slides and sound.
- Provide basic training to select teachers and mentor high school students to learn and be able to assist.
- Coordinate and direct the process of live-streaming using Boxcast.
- Develop procedures and label items so others can use the A/V system at a basic level.
- Maintain software and equipment; make recommendations when upgrades are needed.
- Cast vision for future improvements and purchases for the A/V in the sanctuary.
- Communicate with Grace Baptist Church who uses the system for their Sunday services (they have their own A/V personnel).

COMPENSATION

Pay will be commensurate with experience.

QUALIFICATIONS

- A Christ follower who is engaged with a local Bible teaching church.
- Agreement with our statement of faith and employee lifestyle commitment.
- A good role model for our students.
- Knowledge and understanding of audio and visual systems, including but not limited to:
- Digital sound board, projector, computer system and software to run projection, amplifiers, microphones, speakers, cabling, lighting, etc.
- A highly organized person with attention to detail.
- Good interpersonal skills and communication skills, both verbal and written.
- A strong work ethic and a sense of humor.
- Flexibility and professionalism.

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at westsideacademy.org