

St. Clement's is a growing community learning to follow Jesus Christ and transforming lives at Yonge & Eglinton in Toronto. In an age of distractions and self-promotion, we seek a deeper rhythm. St. Clement's is a vibrant, active and inclusive church, with a strong pastoral team, dedicated staff and invested volunteers. To learn more about us visit stclementsto.ca

Position Title: Audio Visual Production Coordinator (part-time)

With close to fifty percent of engagement with St. Clement's Church happening online, digital media is a key mode of reaching out. As part of our Digital Ministry Team, you will use your audio-visual knowledge to deliver online worship and educational experiences, as well as ensure top notch audio and lighting for in-person services. You are self-motivated, work well in a strong team environment, and are confident overseeing, scheduling and training our volunteer A/V team.

Responsibilities

You will be required to perform a range of duties including, but not limited to:

Service Production

- Provide technical support for both in-person and livestream services
- Monitor, manipulate and enhance service audio & video to provide excellent sound balance and videography for both in-person and livestream services
- Recruit, train, manage and direct the volunteers on our A/V Team
- Continually engage in producing excellent results while staying on schedule and being aware of current and emerging technologies
- Identify areas of growth and suggest solutions
- Liaise weekly with staff (Administrative & Communications Associate, Music Director, Digital Pastor, Associate Rector) to debrief services, update a/v instructions, etc. to maintain a high standard of excellence for all services

Manage Technology & Equipment

- Maintain and monitor the condition of all the audio, video and lighting technology, troubleshooting and making or arranging for repairs as needed
- Regular testing of all parts of the a/v and lighting systems to ensure proper functioning
- Negotiate with external service providers as needed for both new products and services to make recommendations to the Associate Rector and Music Director
- Participate in any projects involving the updating of the a/v or lighting systems
- Maintain a technical specifications and guidelines manual to keep track of current equipment, procedures and best practices

Requirements

- Post Secondary Education and commensurate experience (current students may apply)
- Experience with livestreaming, videography, audio and lighting systems
- Basic video and audio editing skills
- Experience navigating Microsoft 365

- Comfort working both collaboratively and independently
- Strong communication and interpersonal team skills
- Ability to work Sundays and on a flexible schedule

Terms

- \$21 to \$23 /hour commensurate with experience and education
- This is a part-time position at approx. 8 to 15 hours per week depending on the time of year (for example, Christmas and Easter will require more hours than the summer months)
- Your core hours of work will be:
 - Sundays from 8am-1pm (regular services)
 - Mid-week staff meetings and administration work
 - Special services and events as required
 - Regular training times for new volunteers
- This position reports to the Associate Rector

Application Process: If you are interested in applying for this position, please submit your cover letter and resume to the Associate Rector at hr@stclementsto.ca. **The application deadline is Wednesday, September 18, 2025.** Applications will be reviewed as received. We thank all applicants, however only candidates selected for an interview will be contacted.

St. Clement's is committed to an equitable and inclusive workplace, seeking to foster and support a broadly diverse staff and community.