



Unitarian Universalist Church West

Position Title: Sound Technician/Sexton

Reports to: Church Administrator

Collaborative Relationships I: Minister

Salary: \$15 per hour; average of 4 hours on Sundays and special events

Benefits: None

Position Term: Indefinite (no planned end date)

Potential Start Date: 05/01/2024

Summary:

The Sexton is responsible for the setting up and taking down of tables, chairs and other equipment as needed by church members and committees for meetings, activities and worship services. The Sexton assists the Church Administrator in making sure that the church facility is clean and tidy and in good working order. Operation of sound, audio visual equipment and lighting for church services and events is also required.

Principle Duties and Responsibilities:

- Operate sound system
- Light cleaning duties
- Set-up of furniture
- Opening/Closing facilities

General Duties

- Setup, arrangement and takedown of church room furnishings for meetings and events
 - Includes risers, chancel table, and choir blocks
 - Sanctuary chairs
 - Tables and chairs in committee rooms and community room, as needed
- Setup and takedown of church sound, lighting and audio-visual equipment for meetings and events.
- Act as a church representative at special events (weddings, memorials, renter activities, etc.) – possible weekends
 - Responsible for final checkup of facility: verifying building is secure, all lights are turned off, and windows are closed.
 - After events, light cleaning (garbage, vacuum, bathrooms)
- Snow removal and salting of walkways and door entrances after initial snow plowing by contractor, if needed.

Church Service(s) & Event(s) Duties –

(Church service – two - three Sunday's a month)

Operation of the following during the service(s) or event(s) and includes coordination with a camera system for livestreams.

- Lighting
- Audio equipment

Setup of audio equipment including monitors, microphones, etc.

Knowledge, Skills, Requirements and Abilities:

- This job requires flexible hours which include evenings and weekends.
- Ability to lift, pull and move equipment, furniture, supplies, etc. up to 50 pounds
- Should be able to communicate clearly and confidently when acting as our church representative
- Understanding of technology is required. Training provided on programs.
- Some chemical handling

Education and Experience:

- Must be able to read and write English in an understandable manner
- Background checks are conducted for staff positions
- High school diploma or GED required
- Must be eligible to work in the United States
- Must have reliable transportation

**To apply for this position please send your resume to:
vickib@uucw.org**



**Unitarian
Universalist
Church West**

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