



Audio Visual Manager

Holy Blossom Temple (HBT) is seeking candidates for the position of Audio-Visual Manager (AVM). The Audio Visual Manager will assist in supervising the AV team and will work closely with the Communications department to capture, edit, and publish video content. The position works closely with facilities management and event operations. Overall, the function supports programming daily throughout the year. The Audio Visual Manager is responsible for the production, training, and oversight of Temple-wide aspects of live and production-oriented audio-visual needs of Temple. This position reports to the Director of Communications & Marketing.

About Holy Blossom Temple

Holy Blossom Temple (www.holyblossom.org), Toronto's first synagogue, is a leading Canadian Reform Jewish congregation with a rich history of responding to both tradition and modernity in our religious and spiritual expression. We pursue meaningful opportunities for personal growth and family fulfillment at every stage of life through belonging, learning, prayer and ritual, and acts of service for our congregation and community, our city and country, the Reform Movement, Israel, and all the world. Our spaces have been recently [renovated and renewed](#).

Responsibilities

- Oversee and run HBT's livestream for Shabbat (Sabbath), holidays, and special events
- Assist with the management of HBT's YouTube channel
- Provide training and support to staff and lay leaders on digital conferencing (Zoom, Teams, etc.)
- Manage HBT's AV User Guide, including maintenance and broadcast protocols (all systems)
- Train HBT team members who support AV services
- With the Director of Communications, schedule AV support for HBT's prayers, programs, and events
- Assist with the planning for expanded production capacity as needed for holidays and special events with a mix of freelance and vendor-based personnel and equipment
- Maintain and update an organized AV asset list
- Work with IT/Network managers to ensure AV systems are up-to-date, bandwidth is adequate, media storage is adequate and curated appropriately
- Support HBT's Communications Department:
 - Develop/maintain pre & post-production media standards (graphics, titles, etc.)
 - Maintain HBT's local media archive and digital resources library
 - Edit and produce HBT promotional videos and media files and services for social media & archival purposes (e.g. highlight reels, excerpt clergy sermons)
 - Create video marketing materials for the Education Department
 - Video projects including: virtual tours, invitation videos, promo videos, and Holiday music videos
 - Coordinate facilitation of online chat
 - Track digital engagement statistics

Qualifications, Skills, and Experience

- High digital media competency with at least two years of audio-visual work and comfort with a variety of streaming platforms
- Experience with a member-based organization or similar environments with a complex mix of events, programming, and customer service needs
- Experience using social media platforms and hubs (Facebook, Twitter, Instagram, etc...) to facilitate and strategize reach
- Ability to edit short clips/video for marketing and promotional materials
- Strong communications skills
- Highly organized with superb attention to detail; experience with online task management systems a plus
- Ability to prioritize according to your supervisor's expectations.
- Excellent interpersonal skills and team approach
- Creative, resourceful self-starter with an ability to work independently
- Ability to anticipate needs and solve problems proactively
- Ability to work in a fast-paced environment, remaining flexible, resourceful and efficient, with a high level of professionalism and confidentiality
- Knowledge of lifecycle events and Jewish customs and rituals is beneficial and/or a keen interest to learn

Additional Information

- This is a full-time permanent position to commence as soon as possible
- Salary range is \$50,000-\$60,000 annually, commensurate with experience plus medical and dental benefits, and company matching pension program after one year
- The PM will work primarily on-site and should expect a non-traditional schedule to include some weekday evenings, Shabbat (Friday evenings and Saturdays) and holidays, including some Sundays

To Apply

Please submit your resume and cover letter to employment@holyblossom.org with the subject line: "Audio Visual Manager" by **4:00pm on Thursday, September 15**. The interview process will commence immediately with qualified candidates. No phone calls please. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.

As a condition of employment, Holy Blossom Temple employees must be fully vaccinated against COVID-19 using a Health Canada approved vaccination dosage before joining the organization.

Holy Blossom Temple values the diversity of people and communities and is committed to excellence and creating an anti-racist, inclusive and equitable Jewish space, including with the following statement unanimously supported by the Holy Blossom Temple Board of Directors: <https://holyblossom.org/no-silence-on-race/>

Holy Blossom Temple welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.