



Audio Visual Manager
(Part Time, approx. 15 hrs/week)

Holy Blossom Temple (HBT) is seeking candidates for the position of Audio-Visual Manager (AVM). HBT has a rich tradition of music involving voice, piano, accompaniment choir, and instrumentalists, that is woven into our worship services as well as in many events and programs. For a snapshot of the diverse and musical programming at Holy Blossom, [click here](#).

The Audio Visual Manager will assist in supervising the AV team and will work closely with the Communications department. The position works closely with facilities management and event operations. Overall, the function supports programming 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.

Responsibilities

- Oversee and run HBT's AV system including in-house and livestream AV for Shabbat (Sabbath), holidays, and special events
- Under the guidance of the Director of Communications, schedule and manage AV support for HBT's prayers, programs, and 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
- 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
- Develop/maintain pre & post-production media standards (graphics, titles, etc.)

Qualifications, Skills, and Experience

- At least two years of audio-visual work, including high digital media competency and comfort with a variety of streaming platforms and varied physical spaces
- Experience with a member-based organization or similar environments with a complex mix of events, programming, and customer service needs
- 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 part-time position to commence as soon as possible
- Salary is \$30,000 annually
- Hours will be approximately 15 hours per week
- The AVM 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

Schedule Example for 2022-2023:

- Friday evenings, 4:30-7:30pm
- Saturday mornings, 9:15am-1:15pm
- Additional Holidays:
 - High Holy Days
 - Sound checks/meetings/tech rehearsals leading up
 - Sept 25 – all day/evening (tech load-in/setup & livestream starting at 7pm)
 - Sept 26 – 7:30am-4pm
 - Sept 27 – 8am-2pm
 - Oct 4 – 4pm-12am
 - Oct 5 – 8am-10pm (including load-out)
 - Oct 10, 9am-1:30pm (Sukkot)
 - Oct 17, 9am-1:30pm (Shemini Atzeret)
 - Oct 17, 5pm-10pm (Simchat Torah)
 - Dec 11, 10am-7pm (Gifts of Light Interfaith Concert)
 - Additional sound checks/meetings/tech rehearsal leading up to Gifts of Light
 - March 6, 5pm-9pm (Purim)
 - Additional sound checks/meetings/tech rehearsal leading up to Purim
 - April 6, 9am-1:30pm (Passover)
 - April 12, 9am-1:30pm (7th day Passover)
 - April 17, 6pm-10pm (Yom HaShoah)
 - May 26, 9am-1:30pm (Shavuot)
 - Additional concerts spread throughout the year, for example
 - Mondays in the Mishkan (a few Monday evenings)
 - Large concert potentially in spring, etc.
 - Other programs/events as necessary & within hours – TBC over the course of the year

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](#).

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, November 10**. 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.