



Audio Visual Manager
(Part-Time, approx. 20hrs/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, events, and programs. For a snapshot of the diverse and musical programming at HBT, [click here](#). The AVM will act as Lead Technician and supervise the AV team as part of the Facilities department and event operations. Overall, the function supports programming daily throughout the year. The AVM is responsible for the production, training, and oversight of Temple-wide aspects of live and production-oriented audio-visual needs of HBT. This position reports to the Sr. Property & Facilities Manager and works closely with the Sr. Cantor.

Responsibilities

- Oversee and run HBT's AV system including in-house hybrid programs and services and create and run (in Boxcast) livestream AV for Shabbat (Sabbath), holidays, and special events
- Build a roster of AV technicians, manage technician scheduling (calendar management for all AV), act as lead AV technician, and run AV support for HBT's prayers, programs, and events
- Provide training and support to staff and lay leaders on digital conferencing (Zoom, Teams, etc.)
- Provide support by consulting with 3rd party vendors for lifecycle events (i.e. weddings), in partnership with the Simcha & Venue Manager
- 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, keeping an updated inventory list on file
- Work with IT/Network managers to ensure AV systems are up-to-date, bandwidth is adequate, media storage is adequate and curated appropriately

Qualifications, Skills, and Experience

- At least two years of audio-visual work, including excellent live audio experience and 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, excellent interpersonal skills and team approach
- Highly organized with superb attention to detail; experience with online task management systems a plus
- Ability to prioritize according to your supervisor's expectations.
- 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

About Holy Blossom Temple

Holy Blossom Temple 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. Holy Blossom Temple was recently [renovated and renewed](#). We take pride in the meaningful experiences we provide, the grandeur of our campus, and bringing joy into what we do. To get a sense of our team spirit, please enjoy our latest parody video, "[Read from The Book](#)".

Additional Information

- This is a part-time permanent position to commence as soon as possible
- Salary range is \$35,000-\$40,000 annually
- The AVM will work primarily on-site and should expect a non-traditional schedule to include some weekday evenings, Shabbat (Friday eve and Saturday morn) and holidays, including some Sundays

Schedule Example for 2024-2025:

- Friday evenings, 4:30-7:30pm and Saturday mornings, 9:15am-1:15pm
- High Holy Days (Generally Sept/Oct)
 - Sound checks/meetings/tech rehearsals leading up
 - Oct 2 – all day/evening (tech load-in/setup & livestream starting at 6pm)
 - Oct 3 – 7:30am-4pm
 - Oct 4 – 8am-2pm
 - Oct 11 – 4pm-12am
 - Oct 12 – 8am-10pm (including load-out)
- Oct 17, 9am-1:30pm (Sukkot)
- Oct 24, 9am-1:30pm (Shemini Atzeret) and Oct 24, 5pm-10pm (Simchat Torah)
- Dec 8, 10am-7pm (Gifts of Light Interfaith Concert or other Chanukah Festival evening/late night)
 - Additional sound checks/meetings/tech rehearsal leading up to Gifts of Light or other
- March 9, 9am-1pm (Purim Carnival)
- March 13, 5pm-11pm (Purim)
 - Additional sound checks/meetings/tech rehearsal leading up to Purim
- April 13, 9am-1:30pm (Passover) and April 19, 9am-1:30pm (7th day Passover)
- April 23, 5:30pm-9:30pm (Yom HaShoah)
- June 1, 4:30-8:30pm (Shavuot evening), and June 1, 9am-1:30pm (Shavuot)
- Additional concerts, events & programs spread throughout the year (~8 hrs/week approx.)
- Other lifecycle needs as necessary (i.e. funerals) & within hours – TBC over the course of the year

To Apply

Please submit your resume and cover letter to employment@holyblossom.org with the subject line: "Audio Visual Manager" by **10am on Mon April 14**. The interview process will commence immediately with qualified candidates. No calls please. While we wish to acknowledge all applicants, only those offered an interview will be contacted.

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.