



Job Description : Audio-Visual (AV)

Position Title: Audio-Visual (AV) Volunteer

Location: Buddhist Fellowship (BF)

Reports to: Audio-Visual (AV) Coordinator

Commitment: At least 1x weekly per month

Overview:

As an AV Volunteer, you will play a key behind-the-scenes role in ensuring smooth audio-visual experiences for Buddhist Fellowship's services, events, and online outreach. Your expertise will help create a calm, focused environment for in-person attendees while extending Dhamma teachings to virtual audiences across platforms.

Key Responsibilities:

- Set up and manage AV equipment during weekly Dhamma talks, Sangha Dana, and major BF events (e.g. Vesak Day, Anniversary celebrations, Public Talks, Conferences).
- Operate cameras, microphones, projectors, speakers, and other audio-visual tools.
- Stream live events to platforms such as Facebook and YouTube, ensuring broadcast quality and reliability.
- Record, edit, and archive Dhamma talks and event footages for internal use and future sharing.
- Collaborate with coordinators and volunteers to ensure seamless tech support across various program formats.
- Troubleshoot technical issues on-site and provide immediate AV support when needed.
- Participate in team meetings to provide input and updates on activities and improvements.

Requirements:

- Basic experience in handling video and audio equipment such as mixers, cameras, and microphones.
- Familiarity with streaming software (e.g. OBS Studio, Restream) and social media broadcast tools.
- Willingness to learn and support AV operations with attention to detail.
- Ability to work under time-sensitive environments and stay calm under pressure.
- Team player with a positive, solution-focused attitude.

Benefits:

- Gain hands-on experience with AV systems and digital broadcasting.
- Contribute meaningfully to community outreach and spiritual dissemination.
- Work alongside inspiring and knowledgeable team members.
- Strengthen technical, organizational, and collaboration skills