

**Job Posting
Audiovisual Specialist
Westlake Christian School
Palm Harbor, Florida**

Westlake Christian School, a National Blue Ribbon School and the premier private school in the northern Pinellas County, western Hillsborough, and southern Pasco County region, is seeking a highly motivated, engaged, and passionate Audiovisual Specialist.

The Audiovisual Specialist position is vital to the operations of Westlake Christian School. The Audiovisual Specialist is responsible for the audio and visual operations of the school as related to all special and regular programs and chapels including daytime, nighttime, and weekend events requiring tech and sound.

This is an hourly position with an average of 35 to 40 hours per week from August to May. Hours may occur before, during, and after the school day, evenings, and weekends.

Requirements

- Bachelor's degree;
- Audiovisual experience, preferably in a setting running performance programs;
- Evidence of organizational skills and ability to manage time and prioritize workload effectively;
- Ability to work well with others and demonstrate flexibility and adaptability;
- Ability to work with students and instruct middle school electives related to audiovisual systems;
- Ability to perform in a professional manner and maintain confidentiality.

Duties and Responsibilities

- Perform audio and visual operations for all programs and events requiring tech and sound.
- Ensure event space is prepared for all events requiring sound and tech, and returned to the required set-up after each event.
- Meet weekly with the Elementary School Chapel Coordinator, the Middle School Chapel Coordinator, the Fine Arts Department, the Head of School, and others in separate meetings to ensure their programs are adequately prepared.
- Work with the Drama Director, Music Director, Choreographer, Band Directors, and Music Teachers on any performances, including planning and rehearsals.
- Serve as the liaison between Westlake and any special speakers, musicians, and others, ensuring their audiovisual needs are met.
- Instruct middle school electives related to audiovisual systems.

Additional Responsibilities

- Be a growing, self-discipling Christian able to articulate your faith journey.
- Model Christian values inside and outside the school by living a life consistent with traditional Biblical precepts.
- Professionally represent the school and church in interactions with parents, community, staff, and students, keeping those interactions positive and encouraging.
- Maintain confidentiality of students, families, and staff information.
- Attend after-school monthly staff meetings as required by the Head of School.
- Participate in school functions after regular school hours, including back-to-school nights, Christmas program, spring program, musical production, and other scheduled events.
- Be committed to following the principles found in Matthew 18 to resolve interpersonal conflict between colleagues or with administration.

Salary and Benefits

- Westlake Christian School strives to offer a high-quality, competitive compensation and benefits program, including medical, dental, life, retirement plan, and paid vacation and sick days.
- Hourly position with an annual salary range of \$37,500 to \$44,500 based on experience and education.

To Apply

For consideration, candidates should apply online at [Westlake Christian School Employment](#) and upload a cover letter and resume as part of the application.