

TECHNICAL DIRECTOR

POSITION PURPOSE: Direct all technical aspects of the weekend worship services and special events; organize and manage the church's audio, video, lighting, stage and multi-media needs; supervise and train team leaders and volunteer team members to serve in the Tech Team.

WEEKEND WORSHIP SERVICES (8 HOURS)

- Direct and oversee the technical requirements of the weekly worship services and special events.
- Directly supervise or serve as the Production Leader on weekend services.
- Work closely with the Worship Pastor to ensure that all needed technical requirements are understood and met with excellence weekly.

TRAINING (2 HOURS)

- Monthly training opportunities for audio, lighting, ProPresenter based on specific skills and including Sunday morning, student ministry, kids ministry teams
- Ensure that standard procedures are clearly documented and that teams follow them weekly.
- Lead quarterly training opportunities with people outside our church to strengthen and inspire our teams.

EQUIPMENT (5 HOURS)

- Oversee the repair and/or replacement of faulty equipment weekly.
- Ensure the detailed documentation of all technical equipment (model numbers, serial numbers, line runs, settings, electrical circuits) in the Worship Center, Chapel, and Classrooms.
- Inspect equipment and propose improvements and upgrades quarterly.
- Oversee the set up and tear down of technical equipment for rehearsals, worship services, and events weekly.

VIDEO CAPTURE AND PRODUCTION (2 HOURS)

- Ensure that every week there is a high quality capture of Sunday sermon on live stream, published to the website and app, and saved to server.
- Oversee the production of a God-honoring, gospel-focused testimony video for use in a worship service once a month (including baptism videos, camp and trip recaps, etc).

CREATIVE PLANNING (2 HOURS)

- Meet weekly with Worship Pastor and Administrator to understand and help execute the creative plan for the weekend worship service.
- Contribute monthly to the Creative Planning meeting focusing on technical elements, timelines, and teams.
- Help solve problems immediately based on the weekly evaluation of the worship service.

OTHER RESPONSIBILITIES (1 HOUR)

- Coordinate all rentals of lighting, sound, and video for events both on and off campus.
- Continue personal education through various means (conferences, subscription, networking, etc.) to enable technology advancement in the future.

QUALIFICATIONS

- Born again believer who is actively growing in community with our church family. Coordinator should be in a great place with God and building on a strong spiritual foundation.
- Agrees with the Harvest Palos doctrinal statement of faith.
- Proven leader who is more excited by the success of their teams than their own individual contributions.
- Has a strong work ethic - meets deadlines, is organized, can be trusted, uses time wisely.
- Experience with multiple technical platforms and programs (ProPresenter or similar presentation software, digital sound boards, Aviom systems, lighting board systems, DMX controllers, Planning Center Online, etc.).
- Should be highly organized and motivated to solve problems immediately, who thrives with many projects open at once, is independent and achieves results while able to respectfully ask questions and influence improvement within a team environment.

SCHEDULE & COMPENSATION

- 20 hours per week, most of which will be completed outside of Thursday night and Sunday morning.
- Work will primarily be done at the church, but some work may be done from home.
- Coordinator will be on call to oversee special events as needed.
- The position is paid hourly at \$15/hour.

SPIRITUAL GIFTS AND PERSONALITY TRAITS HELPFUL TO THIS POSITION

- Leadership – ability to inspire others towards excellence
- Recruitment - Ability to recruit and train volunteers
- Creativity – strong creative mind for leading people in authentic worshipful ways
- Flexibility – able to work under pressure and with last minute changes
- Receiving, giving, and constructively managing feedback
- Strong multi-tasking mindset (juggling people/projects)
- Discernment – ability to adjust tech needs based upon “spiritual temperature”
- Service – true servant spirit with a strong willingness to lead by example

EVALUATION

- The spirit, excellence and quality of technical arts will be evaluated by the Worship Pastor.