

TECHNICAL DIRECTOR

JOB DESCRIPTION

4/22/21

The Tech Director assists the Worship & Arts Pastors in producing and implementing the technical aspects of City Church Ministries services, events and outreaches, and is the primary person responsible for lighting, sound, video, live streaming, and other technology needs.

This position reports to the Arts & Communication Pastor

Primary Responsibilities:

- Operating, overseeing, maintaining and managing the inventory of all tech equipment
- Make recommendations for purchasing technical equipment and advise on technical specifications, costs, and usage
- Produce church services and oversee and assist in set up, operation, and maintenance of sound, recording, video, live streaming, and lighting for City Church Ministries events
- Create and maintain song slides, presentation slides and digital music
- Assist with creation and maintaining team schedules and notifications
- Assist ministry leaders with audio/visual needs
- Assist in training sound and tech volunteers
- Manage website media presence, Mobile & TV app, and You Tube pages
- Other administrative needs for the Worship Pastor and Arts & Communication Pastor

Job Qualifications:

- PC and MAC computer programs
- Microsoft Office & Adobe Creative Suite
- Audio/Visual software
- Web Conferencing, Zoom
- Video platforms, YouTube
- Social media programs, Facebook and Instagram
- Basic website editing, Subsplash a plus
- Presentation software, ProPresenter
- Scheduling software, Planning Center
- Multi-track audio recording or professional audio systems a plus

Education/Experience:

- Associates or Bachelor's Degree in Audio/Visual Technology or related field
- OR 10+ years in Audio/Visual Technology
- Continuing education in Audio/Visual industry
- Working/volunteering in the church or ministry setting

Competencies:

- Relational and team building skills required
- Excellent verbal and interpersonal skills
- Ability to troubleshoot and problem solve quickly
- Ability to function effectively and calmly in high stress situations