
Technical Director JOB DESCRIPTION

JOB SUMMARY

The technical director is responsible for technical operations relating to worship services including, but not limited to, audio, video, lighting and livestream. The technical director coordinates and trains volunteers while overseeing the direction and administration of a newly formed technical ministry team. The technical director coordinates maintenance for audio, video, lighting, projection, wiring, and related software/hardware in the buildings. The technical director also collaborates with the ministry staff for weekly support/execution and developing strategic next steps relating to budget, purchase, maintenance and upgrades of audio, visual, lighting equipment and the programs which daily interface for operational needs at all levels.

QUALIFICATIONS

A disciple of Jesus Christ who maintains a vibrant and authentic walk with the Lord. A person who participates in the mission mandate given by Jesus to the local church and is enthusiastically engaged in creative ways to accomplish that goal. A passion for seeking excellence in ministry with an ability to recruit, train and manage volunteers in audio, video, projection, and lighting. A collaborative, team-driven individual who champions others and fosters a cooperative environment. A person with an ability to troubleshoot quickly, while functioning effectively and calmly in stressful situations.

PROFESSIONAL

- Bachelor's degree in a technology related field or a minimum of two years of successful work/ministry experience in professional sound reinforcement, broadcast, production, or recording.
- Excellent skill in communication (via text; email) with the ministry team.
- Ability to mix audio, program lighting, run presentation and broadcast software with sensitivity to musical, video and ministry excellence.
- Able to oversee technical elements of a service in relationship to audio, visual and lighting related technologies (sanctuary sound, media & stage, livestream).
- Familiarity with Audio/Visual/Lighting wiring, repair, troubleshooting, and maintenance
- Familiarity with ProPresenter, recording/editing software (Mix/OBS) as well as Microsoft office suite programs.
- Oversee and coordinate maintenance for systems and teams related to audio, video, lighting, media projection, stage management, and live stream in consult with the pastoral staff/office manager.
- Oversee the church computers, laptops and tablets: researching, maintaining and making purchases as necessary, upgrading and installing new software programs for integration of all platforms.
- Oversee staging, moving, and inventory of audio, visual, and lighting items.
- Schedule, recruit and facilitate the training of volunteer teams in cohesive operation of audio, visual and lighting systems.
- Execute the weekly livestream and train others to run the livestream at high level.
- Respond to emergency callouts from team members.

- Facilitate emergency repair of audio, visual and lighting systems in a timely manner.
- Communicate promptly, both orally and in writing, with staff and volunteers to obtain and disseminate information, resolve discrepancies, respond to congregation, and foster professional relationships.
- Attend staff meeting and other meetings as necessary to fulfill responsibilities.
- Complete time sensitive tasks related to weekly services and scheduled events.
- This position involves sitting, walking, standing, driving and accurate perception of sound, vision, depth perception and manual dexterity. Persons in this position will exert 25-40 pounds of force frequently to lift, carry, push or pull objects.
- Occasional scissor lift responsibility (training provided).

RESPONSIBILITIES

AUDIO

Collaborate, train and oversee sound engineers to mix sound during Sunday services according to the following suggested guidelines:

- ✓ *Mix sound so that the Worship Team Leader and their instrument is prominent, and they can give direction vocally or instrumentally throughout the worship set.*
- ✓ *Maintain a worship environment "organically" keeping the vocals prominent supporting the flow/art of the overall energy level in the room.*
- ✓ *Give attention to the art of mixing/request of the music team so that the congregation is not fatigued by one instrument being at a consistent high volume throughout the set.*
- ✓ *Cooperate with the worship team Leader re: songs, who is leading, intros to songs, featured solos/instruments, arrangements unique to a song.*
- ✓ *Provide for smooth transitions during the service: worship, prayer, welcome, video, offering, offering/special song, teaching, response song.*

VISUAL

VIDEO: Train and oversee volunteers to operate video cameras and record Sunday services and other special events including:

- ✓ *Set up video cameras, maintain cameras and related equipment.*
- ✓ *Operate video cameras with artistry and skill, capturing the spirit/energy of the room.*
- ✓ *Capture video recording of specific services and other segments and events as requested.*

COMPUTER/PROJECTION:

- ✓ *Maintain computers in the sanctuary (projection, video, live stream).*
- ✓ *Maintain ProPresenter, update as needed.*
- ✓ *Prepare ProPresenter playlist for Sunday Services and other events.*
- ✓ *Research and update background images for song lyrics consistently.*
- ✓ *Troubleshoot video and projection computers and other software.*
- ✓ *Provide direction/suggestions to the pastoral staff on visual presentations.*
- ✓ *Coordinate graphics for Sundays/events with support staff.*
- ✓ *Maintain projectors, TV screens and speakers in sanctuary and lobby areas.*

LIVE STREAM

Oversee weekly live stream of Sunday services, including:

- ✓ *Manage integration of live stream software/hardware with video system.*
- ✓ *Activate Facebook Live alongside live stream.*
- ✓ *Train volunteer video directors/camera operators to effectively capture video for live stream audience.*
- ✓ *Actively monitor live stream audio and provide an audio mix that is appropriate throughout the service.*
- ✓ *Monitor live stream service on various devices throughout the service.*
- ✓ *Monitor live stream platform account and troubleshoot issues throughout week.*
- ✓ *Maintain live stream archived videos.*
- ✓ *Research for continual improvement of live streaming services.*

OTHER GENERAL RESPONSIBILITIES

- Become acquainted with current tech and music personnel.
- Manage and schedule a team of volunteers for Sundays and other events. Follow up with team, maintain ongoing working relationship.
- Attend worship team rehearsals on Thursday nights from 7-9:30pm to help with sound check and prepare for Sundays.
- Respond to requests for Audio, Visual and Lighting support for events and activities. When necessary, cooperate with support staff and schedule paid personnel or volunteers for events (*i.e. weddings, funerals, special services*).
- Regularly Maintain, Organize, Update, and Troubleshoot: sound console, microphones, video equipment, video recording/editing software, cables, projectors - providing upgrades and repairs as necessary.
- Work on special projects as requested by the Senior Pastor.
- Manage contractual/subscription/warranty needs re: audio/visual equipment.
- Maintain inventory listing of all major audio, visual and lighting equipment.
- Assist pastoral staff in developing an audio, visual & lighting budget and strategy to best utilize our worship space/environment.
- Continued education to research, educate and execute for continual improvements.

BASIC WEEKLY TIME COMMITMENT

15-20 hours/week

AV for Sunday Services (7:00am-1:00pm)	6
Worship Team Rehearsals (Thurs 6:30-9:30p)	3
Volunteer Recruitment/Training/Scheduling	2
Maintaining/Updating AVL equipment	2
ProPresenter/Presentation Files Prep	1
Live Stream Maintenance	1
AVL Support for Events	2
Other Special Projects, meetings, etc.	1

ACCOUNTABILITY

The Technical Director will work in cooperation with the program staff and support staff to engage with volunteers for the best audio, visual and lighting solutions for Sharptown Church. The position is ultimately under the authority of the Pastor Parish Relations Committee. A “point-person” from the Pastor Parish Relations Committee will assist with internal staffing concerns. This position reports to the Senior Pastor.