

<b>Job Title:</b>	<b>Technical Director</b>	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	Midway	<b>Travel:</b>	None
<b>Reports to:</b>	Lead Pastor	<b>Position Type:</b>	Part Time (may be combined with Videographer role for full time consideration)

**JOB SUMMARY:** Oversee and coordinate all aspects of the technical ministry (Sight, Sound, Stage, Social Media) at New Life Midway to ensure an exceptional experience both in-house and online every time as our standard-setting flagship location for all of New Life Community Church.

**JOB DESCRIPTION:** The Technical Director will support the mission of New Life Community Church by overseeing and coordinating all aspects of the technical ministry with regards to audio, lighting, and video. The Technical Director's goal is to lead the technical teams in a way that ensures that services, events, and Midway ministries are utilizing technology efficiently, effectively, and strategically in order to enhance the experience of those attending and viewing online.

The Technical Director is responsible for setting the spiritual tone for the technical ministry. Volunteers must be spiritually prepared in addition to technically prepared for their role in this ministry. This includes mentoring and developing leaders both spiritually and in their volunteer role as technical leads. Technical team members will be required to take an attitude of ownership and responsibility, which must first be demonstrated by the Technical Director. Positive, humble, cooperative, and willing attitudes are essential. The Technical director is living example of our 6 Core Values (see below).

**JOB DUTIES:**

**1) WORSHIP SERVICES: Lead the team and provide technical support for worship services/events**

- Maintain a reliable system by meeting the technical needs for all worship services and events including audio mixing, monitor mixing, audio recording and video recording.
- Oversee lighting production.
- Oversee switching with multiple cameras for live and recorded broadcast both internally and externally.
- Oversee video recording and livestream production (more detailed in #4 & #5 below).
- Oversee ProPresenter/PowerPoint presentations development, staging, and usage.
- Oversee prep of stage for rehearsals, worship services, and events; lead the way in set and stage construction and management.
- Attend weekly Service review/planning meeting.
- Initiate communication with Pastors, Worship Director, Ministry Leaders, and Service/Event Coordinator in order to help facilitate AVL needs (upload service details to Planning Center Online).

**2) TEAM: Recruit, train, equip, schedule, and lead technical support team on assignment**

- Recruit volunteers for events and services; ensure roles are filled.
- Oversee training of volunteers to competence.
- Equip team with proper tools.
- Oversee deployment and encouragement of volunteers to appropriate tasks; create a volunteer schedule and share with Midway leadership.

- Meet with tech team weekly to post-Sunday reviews and pre-Sunday planning; provide weekly status report to Midway leadership team.

**3) EQUIPMENT: Update and maintain production technologies**

- Ensure that Midway technologies are staged, set up, shut off, stored properly and in working order.
- Advise on technical equipment needs and purchases.
- Oversee any technical installation.
- Keep reliable records for purchases and licensing.
- Maintenance of equipment as needed and in a proactive way.

**4) VIDEO: In-house video production**

- Oversee video production during worship services including capturing and live streaming.
- Coordinate to ensure data is provided for editing and website upload following services.
- Oversee the live stream of Midway services to the internet & intranet.

**5) SOCIAL MEDIA: Social media management**

- Oversee the video feeds and schedules.
- Oversee the team that monitors the live chats during live events on the internet & is responsive.
- Establish and maintain the schedule of social media posts for the Midway location.

**6) BUDGET:**

- Develop, manage and oversee the Midway Tech budget to meet our goals.

**Skills/Qualifications:**

- A spiritually mature Christian in full agreement with New Life’s statement of faith; strong desire to serve Christ and His church.
- Exemplary of our 6 Core Values: “The **P.R.I.C.E.S** we pay to lead” = **P**ositivity - **R**espect - **I**ntegrity - **C**ooperation - **E**xcellence - **S**pirituality
- Formal training in production or related discipline; hands-on experience in a modern worship production environment required; experience in a technical director role at a church preferred.
- Expert knowledge of Planning Center Online and Pro-Presenter.
- Expert knowledge of audio systems and large-format digital consoles.
- Expert knowledge of media in the context of worship services; detailed knowledge of live streaming video environments; detailed knowledge of projectors, displays, and video transmission.
- Expert knowledge of lighting in the context of worship services; knowledge of theatrical, intelligent, LED, and lighting for video; familiarity with DMX programming.
- Highly tech-savvy and able to learn and master new technology quickly and thoroughly.
- Very strong organizational abilities, time management and excellent attention to details.
- Expert knowledge of AVL signal flows and strong ability to troubleshoot in these areas; must be able to coordinate several activities at once and quickly analyze and resolve specific problems.

- Must possess a teachable spirit and collaborate well in a team environment demonstrating a Christ-like demeanor in demanding situations.
- Excellent leadership skills; ability to inspire and motivate teams of volunteers and leaders.
- Strong desire to embrace and pursue artistic and spiritual excellence in services.
- Ability to be flexible in an environment that is subject to spur of the moment changes.

Approved by:	Joshua Holec	Date:	7/16/19
Last Updated By:	Joshua Holec	Date:	7/16/19