



TECHNICAL LEAD

POSITION DESCRIPTION

Direct Report: Director of Worship Arts

Classification / Minister Designation: Exempt / Non-Ministerial

Part/Full-time: Full-time

Pay Range: \$50,000 - \$60,000/annually, based on experience

Days/Hours: Typically Monday - Thursday and Sunday; hours vary based on need

Church Membership Required: Yes

Greenwood Mission Statement: *Forming disciples who love Jesus and follow His way.*

Position Summary:

The Technical Lead is responsible for all elements of production in the areas of audio, video, lighting and video broadcasting with the goal of producing excellent experiences at Sunday services. The Technical Lead would also oversee the IT needs of Greenwood staff and endeavor to maintain the operation of vital technologies needed for day-to-day operations in the office.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

Excellent and Distraction-free environments of worship:

- Oversee proper operation of audio, facilitating a robust audio mix that complements the given worship setting, including the familiarization of worship songs so the mix compliments the proper expression of the worship set

- Ensure proper operation of lighting, creating unique and engaging lighting experiences on a weekly basis that are tailored to the worship service at hand
- Verify proper operation of media; prepare and manage ProPresenter and media computers to properly reflect the given service's theme and needs at or before the Thursday deadline
- Oversee proper operation and maintenance of live-stream broadcast
- Facilitate tech during service rehearsals
- Troubleshoot and fix any issues that may arise during Sunday morning experiences or during the week
- Direct stage design
- Manage the purchase, maintenance, and operation of all audio, lighting, video broadcast and media production equipment throughout the building

Develop and Train Volunteers:

- Coordinate the schedule for all Tech volunteers and recruit to fill open spots
- Develop role descriptions and responsibilities for each area of the team
- Mentor and train new and current volunteers on the proper use of equipment and its integration with Sunday morning services
- Establish processes and systems that help team members create a consistently high-quality experience
- Demonstrate care for Tech Volunteers outside of the utility of facilitating a service by developing relationships in and outside of Sunday mornings

Site-Wide A/V Operator:

- Collaborate with Administrative Assistant and/or event leaders to ascertain A/V needs for upcoming events
- Insure all A/V equipment and related technologies are available and working properly prior to the each event
- Run A/V for on site events at the time of event if the complexity of A/V operation surpasses the capabilities of those present at the event

IT Manager:

- Support end-users with workstation troubleshooting needs (desktops and laptops)
- Maintain on-site hardware in coordination with GCC's IT service provider and the Director of Operations
- Manage software programs utilized by GCC staff, ensuring that familiarity with each programs allows for basic troubleshooting
- Manage the Office 365 platform, users and access
- Administer network and WiFi for the building in coordination with GCC's IT service provider and the Director of Operations

Other:

- Support values of the organization through a focus on Competency, Character, Chemistry and Culture
- Perform other related duties as assigned by the Director of Worship Arts

Required Skills/Abilities:

- Expert knowledge of video production equipment and processes
- Creative ability in the art of video storytelling to create an end-product that is engaging to the intended audience
- Proficient with sound equipment and lighting systems utilized in a worship setting
- Working knowledge of basic office information technology systems and equipment and ability to troubleshoot those systems when not working properly
- Demonstrated ability to lead and motivate teams of volunteers
- Strong verbal and written communication skills

Qualifications:

- Associate's degree in audio/video, video production or other related field preferred, or comparable experience to demonstrate competency
- 3-5 years experience in a similar position with a church desired
- Certification in IT a plus

I have reviewed this job description and understand the qualifications, duties, responsibilities and skills required for the position.

Employee Signature

Date

Direct Report Signature

Date