

Coast Hills Community Church
Position Profile
JOB TITLE: Associate Technical Director

Department: Worship Arts
Supervisor: Technical Director
Exempt: Yes
Category: Full-Time
Date Last Revised: 3/4/10

Summary: The purpose of this position, under the direction of the Technical Director, is to assist in the technical arts requirements of the weekend experience, lead and develop technical arts teams, and manage technical arts systems church-wide.

Primary Responsibilities

Big Picture

- Assist in directing and overseeing the technical requirements for weekend services and special events
- Participate in programming weekend services and special events
- Management of maintenance and repair of all technical equipment, campus-wide
- Support other ministries technical needs
- Assist in team development of volunteers
- Provide technical support for outside events

Details

Assist in directing and overseeing the technical requirements for weekend services

- Call services and events
- Communicate with and direct team leaders to execute details of service or event as planned in programming meetings
- Fill in at technical roles (ie. video mixing, camera, presentation, lighting, FOH, monitors) as needed

Participate in programming weekend services and special events

- Contribute programming ideas
- Capture and communicate technical arts details and plans to various team members

Management of maintenance and repair of all technical equipment, campus-wide

- Develop and implement effective storage, security and inventory of all technical equipment
- Assist in maintaining excellent working condition of all technical equipment in main auditorium
- Maintain excellent working condition and user-friendliness of other A/V/L systems campus-wide including but not limited to rooms 101 and 249

Support other ministries technical needs

- Work with staff to provide technical expertise for ongoing needs and events
 - Including but not limited to Kid City, Flood, Jr. High, Sr. High, MOPS, Mens and Women's Bible Studies, Mid-Week Bible Study, other weekly events, and special events such as camps and SVBS
 - This to include providing sound engineering, lighting and presentation support for student ministries for mid-week rehearsals as needed; and coverage for other regular meetings when contractors are unavailable

Assist in team development of volunteers

- Cast vision and minister to team members
- Assist Technical Director in providing training for volunteers, staff and others
- Assist in the recruiting and assimilation of new team members
- Schedule teams

Provide technical support for outside events

- Outside events are defined as any event that is outside the normal scope of ministry at CHCC and includes funerals, memorial services and weddings.
- Meet with clients/families and determine needs for events
- Determine budget for event in conjunction with Technical Director
- Schedule teams to support events as needed
- Lead volunteers and contractors in the production of outside events
- Set up and tear down equipment
- Secure any needed rental equipment

Qualifications:

- A committed, growing follower of Jesus Christ
- Experience and expertise in live performance productions; experience in the areas of lighting and live video preferred
- Skill, knowledge and experience in technical arts systems maintenance and use
- A team player who is flexible, understands and supports the vision of the church, policies and procedures
- A team builder, experienced in people management
- Strong work ethic, dependable, reliable, and passionate about technical arts creativity and excellence that will impact lives for the Kingdom of Christ
- Ability to develop volunteers
- A desire to see people at Coast Hills involved and connected so that their journey can progress
- Authentic and consistent in his/her own spiritual walk and relationships

Physical Demands: The employee must possess mobility to work in a standard office environment and to use standard office equipment, including a computer. Specific vision abilities required by this job include vision to read printed material and a computer screen, close vision, color vision and depth perception; hearing and speech to communicate in person and over the telephone. The employee must also frequently use hands to finger, handle or feel objects, controls. The employee must be able to drive and attend meetings at various sites and run errands. The employee must possess mobility to walk up and down a ladder, drive a scissor lift, climb on a catwalk, and lift 75 pounds.

These responsibilities are a general overview of the job duties and may be changed as the need may arise.

Signed: _____ Date: _____