

## **Houston Northwest Church**

### **Job Description**

Job Title: Director of Technical Arts & Production  
Reports To: Pastor of Worship  
FLSA Status: Salaried - Exempt  
Approved Date:

### **Job Overview**

The Director of Technical Arts & Production will demonstrate a strong commitment to Jesus Christ while overseeing the leadership and direction of the Production Ministry and maintenance and operation of Audio/Video/Lighting equipment at Houston Northwest Church. The Director of Technical Arts' ultimate goal is that services and events across all facilities and ministries are able to use technology effectively and strategically to enhance the experience of those attending. The Director of Technical Arts & Production will report to the Pastor of Worship, work closely with the entire Worship Arts Ministry, and provide Audio/Video/Lighting training and resources to other ministries throughout the campus.

### **Responsibilities will include but not be limited to:**

- Manage all A/V/L equipment
  - Oversee the purchase, maintenance and operation of all Audio/Video/Lighting equipment on campus.
  - Develop detailed knowledge of operation and integration of all equipment.
  - Train and equip both staff and volunteers to ensure successful operation of equipment in various rooms on campus and as needed to support off campus events
- Assess future technology needs and work with Pastor of Worship to implement purchase strategies and timelines.
- Prepare stages for rehearsal and presentation weekly (and as necessary for events).
  - Set-up/tear-down/repositioning of equipment.
  - Physical patching of lines to console(s).
  - Resets/aiming of lights.
  - Patching and pre-programming of consoles.
  - Manage necessary input lists, stage plots, etc.
- Manage and Lead volunteer teams
  - Recruit, develop and equip technical teams for special events, mid-week and weekend services
    - Audio Teams
    - Production Teams
    - Service Directors
    - Equipment Operators
      - Lights
      - Cameras
      - Computer Graphics
      - Stage Directors
      - Producers
    - Update transitions and detailed technical notes for all positions on Planning Center for all services and events
    - Meet regularly with teams to grow, train and cast vision
  - Oversee the administration of all weekend Production Team scheduling
  - Serve as a Producer for occasional weekend services
  - Float between the Worship Center and other gathering spaces ensuring Tech is synced and operational

## Houston Northwest Church

### Job Description

Job Title: Director of Technical Arts & Production  
Reports To: Pastor of Worship  
FLSA Status: Salaried - Exempt  
Approved Date:

- Support and guide the leaders of the large room spaces ensuring that Tech supports program connectivity.
- Serve as liaison between Worship Arts Ministry and other ministries needing Technical resources (Audio/Video/Lighting)
  - Children's Ministry
  - Event Planning Team
  - Celebrate Recovery
  - Student Ministries
  - Concerts, Community events, etc.
  - Outreach Events
- Attend meetings as required by Pastor of Worship
  - Weekly Worship Arts Meetings for evaluation and logistics
  - Ancillary/Seasonal planning meetings as assigned

### Skills and Talents

- Expert knowledge of audio systems and large-format digital consoles
- Familiarity with personal monitoring and digital audio network
- Ability to train volunteers on operation of equipment
- Expert knowledge of media in the context of worship services
- Detailed knowledge of broadcast video environments
  - Broadcast switcher with multiple cameras
  - Keyed computer-graphics
  - Presentation software (ProPresenter, PowerPoint, etc.)
  - Detailed knowledge of projectors, displays and video transmission
  - Ability to train volunteers on operation of equipment
- Expert knowledge of lighting in the context of worship services
  - Knowledge of theatrical, intelligent, LED and lighting for video
  - Familiarity with DMX programming
  - Ability to train volunteers on operation of equipment
- Ideal candidate is highly tech-savvy, able to learn and master new technology quickly and thoroughly
- Expert knowledge of AVL signal flows and strong ability to troubleshoot in all these environments

### Abilities

The successful candidate must be a member of Houston Northwest Church (or willing to transfer membership), a Fully Devoted Christ-follower and a supporter of the entire ministry and its leadership team. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry. His/her daily walk with God will be an example to others with which he/she interacts.

- **Maturity:** The ability to separate emotional feelings from the real issues at hand with a gracious, Christ-like demeanor in demanding situations

## Houston Northwest Church

### Job Description

Job Title: Director of Technical Arts & Production  
Reports To: Pastor of Worship  
FLSA Status: Salaried - Exempt  
Approved Date:

- **Responsibility:** The ability to meet commitments made to yourself and others, keeping the promises you make, and acknowledging and accepting the choices you have made, the actions you have taken, and the results they have led to
- **Communication:** The ability to write and speak effectively using appropriate convention based on the situation; actively listens to others, asks questions to verify understanding, and uses tact and consideration when delivering feedback to others
- **Flexibility:** Demonstrate responsiveness and adaptability following change initiatives, and demonstrates ongoing support for change efforts.
- **Organized:** Methodical and efficient in structuring tasks to be accomplished. Very strong organizational abilities and excellent attention to details with good time management
- **Collaboration and Partnership:** Encourages and embraces dialogue from team members, while anticipating and resolving conflicting differences by exploring mutually agreeable solutions. Shares key information with others involved in a project or effort. Must possess a teachable spirit and collaborate well in a team environment
- **Quality:** Sets high standards and measures of excellence to ensure quality in every aspect of work performed and must have the ability to coordinate several activities at once and quickly analyze and resolve specific problems
- **Accountability:** Takes personal responsibility and ownership for adhering to all policies and procedures while also completing work on time and in accordance with performance expectations. Must possess a teachable spirit and collaborate well in a team environment
- **Leadership:** Excellent leader skills with the ability to inspire and motivate teams of volunteers and leaders. Extremely strong interpersonal skills
- **Creativity:** Ability to embrace and pursue artistic and spiritual excellence in services

### Education & Experience

- High school diploma or general education degree (GED) required, formal training in Audio and/or Technical Production of some kind preferred
- Experience in a Technical Director / Production Team role at a church with 1000+
- Minimum 5 years experience leading a team
- Must have broad hands-on experience with technology in a modern worship production environment
- Familiar with Planning Center Online

## **Houston Northwest Church**

### **Job Description**

Job Title: Director of Technical Arts & Production  
Reports To: Pastor of Worship  
FLSA Status: Salaried - Exempt  
Approved Date:

#### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. It is a nonsmoking environment. Typical Schedule is Sunday – Thursday, as well as other times as required by the workload and by leadership.

#### **COMMENTS**

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.