



## Job Description Campus Tech Coordinator

Reports to: Campus Pastor

Works with: Music Team, Tech Team

Position: This position requires an average of 8 hours/week

Scope: The Site Tech Director at Emergence is responsible for supporting the vision of Emergence by assisting the Tech Director to ensure strong discipleship, administration, and creative production in the Tech ministry.

### Qualifications

- Has trusted in Jesus Christ as Savior and evidence of Jesus as Master in one's daily life.
- Has fruitful experience in the Technical Arts, including exhibiting administrative and creative gifts.
- Is adept at sharing the Gospel and keeps the Gospel as the center of both vocational work and personal decisions.
- Is skillful on various technological platforms, including word processing, production software, and web applications.
- Possesses strong leadership skills (specifically in a team environment).
- Possesses high integrity and a desire to be above reproach in all actions.
- Is able to walk in full commitment to the membership covenant of Emergence and is in full agreement with the Doctrinal Statement of Emergence.
- Has a teachable spirit and a humble heart, especially in regards to musical talent and gifting.

### Administration support for the Tech Team (25%)

- Schedule members of the Tech Team for all services and special events.
- Communicate regularly with the team about any issues, changes, or new procedures.
- Ensure tech equipment is maintained and adequate for the needs of Emergence.
- Champion the vision and communications of Emergence as a staff member.

### On Site Direction During Services (50%)

- Oversee the Crew and Tech Team during set up and throughout the services.

- Troubleshoot any issues that may arrive before or during a service. If the issue can not be resolved immediately, make sure it is addressed before next week's service.

## Shepherding the Tech Team (25%)

- Engage the Tech Team weekly in a time of prayer and fellowship.
- Build leadership/discipleship relationships with Emergence Tech Team members and engage issues as necessary.

## General Requirements

- Seek to develop personal gifts related to accomplishing the role
- Engage in an "apprenticeship" model of discipleship and ministry, inviting others to work alongside you to develop them.
- Network with others in similar roles at other churches to develop relationships and learn new best practices.
- Generally, don't stink at your job.