

MEDIA & TECHNICAL DIRECTOR – Job Description

The Media & Technical Director will support the mission of Monte Vista Baptist Church by overseeing and coordinating all aspects of the Media & Technical Ministry regarding audio, lighting, and video. The Technical Director's goal is to ensure that services and events across facilities and ministries can utilize technology efficiently, effectively, and strategically in order to enhance the experience of those attending.

While expertise in audio, lighting, and video is desired, the emphasis is on empowering others to develop their skills, not doing everything yourself. The Technical Director should fully staff the needed positions and then be prepared to fill in, train, and troubleshoot when necessary.

REPORTS TO: Minister of Music & Worship

RESPONSIBILITIES:

1. Provide technical support for worship services and events:

Maintain a reliable system for providing technical support for all worship services and events. This includes (but is not limited to):

- Audio mixing, monitor mixing.
- Lighting production
- Switching with multiple cameras
- Live streaming production
- Proclaim/PowerPoint presentation
- Prepare stage for rehearsals, worship services, and events.

Initiate successful communication with Pastor, Minister of Music & Worship, ministry leaders, and event coordinators in order to help facilitate a/v needs.

2. In--house video production

- Oversee video production for worship services, including live streaming, and editing
- Carry projects from inception to final product.

PHYSICAL DEMANDS:

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. The employee must frequently lift and/or move up to 30 pounds.

OTHER TASKS:

The Media and Technical Director will check in with the Minister of Music and Worship often and provide help for any other tasks as assigned by the Minister of Music and Worship.

SCHEDULE AND HOURS:

1. NOT TO EXCEED 15 hours per week (hourly position) @ \$16.00 per hour
2. Work hours include some evenings and every Sunday
 - Sunday: 7:30 am – 12:30 am (required) (5 hours)
 - Monday – Thursday – (10 hours flexible)
3. Tasks will be adjusted according to hourly allotment.