



Job Posting

Position:

Director of Technical Arts

Interested Persons Should Submit:

Application
Resume

Submissions Should be Returned to:

Community Bible Church Office
PO Box 180
Marietta, PA 17547
office@cbcpa.org
717.426.3921 (fax)

Position is full-time in the salary range in the mid \$60,000 with benefits.

COMMUNITY BIBLE CHURCH: PERSONNEL APPLICATION

Position: Director of Technical Arts

First Name Middle Name Last Name

Street Address City State Zip Code

Phone Email Address

How may we contact you (telephone/email/etc)?

Social Security Number - -

RECENT EMPLOYMENT HISTORY

Provide the last three positions held

Current or Last Employer

Name

Mailing Address

Dates of Employment: From to

Position Held:

Briefly Describe Your Responsibilities:

May we Contact Them? Yes No

Previous Employer

Name

Mailing Address

Dates of Employment: From to

Position Held:

Briefly Describe Your Responsibilities:

May we Contact Them? Yes No

Previous Employer

Name

Mailing Address

Dates of Employment: From to

Position Held:

Briefly Describe Your Responsibilities:

May we Contact Them? Yes No

EDUCATION AND TRAINING

High School _____	Years Completed _____
College _____	Years Completed _____
List Other Education/Training/Degrees _____	

REFERENCES

Because of the nature of the positions and ministries of this church, the verification of the character of employees is a necessity. If you cannot respond to any of the questions below, please provide an explanation.

Do you have any medical or health problems that will affect the accomplishment of the work being applied for? Community Bible Church is an equal opportunity employer and will make accommodations for qualified employees.
Yes _____ No _____ If yes, explain:

Do you have any personal responsibilities or problems that may affect your daily attendance? Work schedules for ministerial professionals will be assigned by the senior pastor or ministry supervisor.
Yes _____ No _____ If yes, explain:

Have you participated in a Drug or Substance Abuse program or been convicted for the possession or use of any narcotic or controlled substance? Employees will be required to acknowledge restrictions to drug and alcohol abuse during employment.
Yes _____ No _____ If yes, explain:

Have you ever been convicted of child molestation or any other felony regarding child abuse or have been ordered by a court or law enforcement agency to register as an offender? All employees who have contact with children (ages birth to 18 years) will have police record checks conducted as part of the routine employment process.
Yes _____ No _____ If yes, explain:

Will you have difficulty reading instructions and other material that pertains to your job in the English language? Documents at Community Bible Church are usually provided in English. If you need those instructions in another language please indicate that language:
Yes _____
No _____
If yes, explain:

Provide the names, addresses, and telephone numbers of two non-familial character witnesses other than former employers:

1. _____
2. _____

I understand that this application may be withdrawn or my employment terminated if I have made any misrepresentation on this form.

I authorize the church to contact all references (unless otherwise noted) to seek job-related information about me. This may include former employers, character references, police files, and credit files. I release the church and all other persons or companies from liability for furnishing such information.

Signature of Applicant

Printed Name of Applicant

Date of Application

QUESTIONNAIRE

Do you have regular first-hand experience mixing sound? ____ yes ____ no

Describe your experience with sound mixer technology and sound mixing. _____

Do you have regular first-hand experience running theatrical lighting? ____ yes ____ no

Describe your experience with theatrical lighting. _____

Do you have regular first-hand experience with ProPresenter worship presentation software? ____ yes ____ no

Describe your experience with ProPresenter or other worship presentation software. _____

Do you have regular first-hand experience with livestreaming technology? ____ yes ____ no

Describe your experience with livestreaming technology. _____

Do you have regular first-hand experience shooting and editing professional level video? ____ yes ____ no

Describe your experience with shooting and editing video. _____

Do you have regular first-hand experience managing an organization's social media and/or website? ____ yes ____ no

Describe your experience managing social media and websites. _____

Please circle the best number that describes your amount of experience ("0" being no experience at all and "10" considering yourself well experienced at a professional level).

Worship Tech Knowledge

Sound Mixing	0	1	2	3	4	5	6	7	8	9	10
Theatrical Lighting	0	1	2	3	4	5	6	7	8	9	10
ProPresenter	0	1	2	3	4	5	6	7	8	9	10
Livestreaming	0	1	2	3	4	5	6	7	8	9	10
Videography	0	1	2	3	4	5	6	7	8	9	10

Social Media and Website Knowledge

General Social Media Knowledge	0	1	2	3	4	5	6	7	8	9	10
Managing Facebook	0	1	2	3	4	5	6	7	8	9	10
Managing Instagram	0	1	2	3	4	5	6	7	8	9	10
Managing Twitter	0	1	2	3	4	5	6	7	8	9	10
Managing Apps	0	1	2	3	4	5	6	7	8	9	10
Managing Websites	0	1	2	3	4	5	6	7	8	9	10

Communication

Overall Communication Skills	0	1	2	3	4	5	6	7	8	9	10
Email Usage	0	1	2	3	4	5	6	7	8	9	10
Phone Usage	0	1	2	3	4	5	6	7	8	9	10
Texting Usage	0	1	2	3	4	5	6	7	8	9	10
Verbal	0	1	2	3	4	5	6	7	8	9	10

People Skills

Recruiting / Team Building	0	1	2	3	4	5	6	7	8	9	10
Leading & Managing Teams	0	1	2	3	4	5	6	7	8	9	10
Leading & Managing Paid Staff	0	1	2	3	4	5	6	7	8	9	10
Conflict Resolution	0	1	2	3	4	5	6	7	8	9	10

Position Title: Director of Technical Arts

Reports to: Pastor of Worship and Creative Arts

Status: Full-time, evenings and weekends required (44 hours per week)

FLSA Classification: Non-Exempt

Creation/Revision Date: November 7, 2018/August 12, 2020

SUMMARY

The Director of Technical Arts is primarily responsible for providing leadership and management to all technical operations that involve the development and support of worship technologies at Community Bible Church. They are responsible for anticipating future needs and able to present a plan and budget for emerging technologies in worship. The director will be responsible for activities related to the engineering, installation, maintenance, support, and protection of all worship tech equipment used at all locations of the church. This position requires strong computer skills, project coordination abilities, flexibility, attention to detail, excellent teaching, written and verbal communication skills, and the ability to work well with all levels of internal staff, congregants, and external church relationships. The director will oversee tech of all ages of tech teams in Children's Ministry, Junior High Ministry, Senior High Ministry, and adults in our main worship services. The director is also responsible for all digital and social media strategies as well as video within the church.

ESSENTIAL FUNCTIONS

- Work in harmony with the staff of CBC.
- Support, promote, and align job performance with CBC's vision, Statement of Faith, and doctrinal statement in order to further God's work here on earth through the Body at CBC.
- Recruit and develop effective leaders and volunteers for the strategic use of technology for worship
- Personal care of all technology volunteers, which includes scheduling, training, equipping, and empowering
- Cast vision to improve the technical arts capabilities of the church
- Be able to explain complex technical issues and solutions in simple, non-technical ways
- Develop, propose, and manage annual worship technology budget with the Worship Pastor
- Develop and manage all worship technology policies
- Consistently be aware of and explore new technology and work with staff to implement it
- Recruit and develop a video team for video needs, such as live streaming, testimonies, and illustrations
- Demonstrate a strong work ethic, attention to detail, and leadership ability to lead by example
- Oversee and maintain all worship technology equipment in all venues
- Oversee hardware and software evaluations and upgrades and maintain vendor contacts for all worship technology
- Leadership and oversight to technology in Sunday morning worship, weekly worship rehearsals, Wednesday youth worship, weddings, funerals, and off-campus events such as retreats and children's camp

- Oversee management and administration with a strong knowledge of critical systems in these areas:
 - Sound Mixer Systems (Allen and Heath Qu-16, Qu24, SQ-7, GL2400 and more)
 - Presentation Systems (Mac, ProPresenter, PowerPoint, Video software, projectors, TVs and more)
 - Lighting Systems (ETC SmartFade, ETC ColorSource 20, ETC Express 48/96 and more)
 - Recording Systems (video and audio)
- Maintain a digital strategy with a variety of popular social media platforms and the church website
- Awareness and exploration of new social media platforms and communication tools
- Utilization of websites, domains, video blogging, video live-streaming, social media, website, app and more
- Creation and oversight of a video team for regular announcement videos, service videos, stories and more
- Other duties as assigned by the Pastor of Worship and Creative Arts

SUPERVISORY RESPONSIBILITIES

Must have the ability to lead, manage and supervise others as the tech team grows.

NON-ESSENTIAL FUNCTIONS

- As assigned

QUALIFICATIONS

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- A bachelor's degree in worship technology or production
- Three to five years of effective field experience in a mid-size organization

Other Skills, Abilities, and/or Training

- Patience, professionalism, clear, and effective communication when working with volunteers and co-workers with varying degrees of technology knowledge and congregants who have varying preferences
- Servant leader
- A heart of a teacher
- Problem solving skills
- Multi-tasking skills
- Customer service skills
- Understanding and knowledge of video technologies
- Open to feedback and constant learner
- Able to remain calm when dealing with a crisis
- Understanding of integration of IT with the technical arts
- Verbal and written communication skills
- Be a self-starter, completing work on time and with a spirit of excellence while requiring minimal supervision
- Ability to work within Mac operating systems from laptops and desktops to iPhones and iPads
- Understanding and knowledge of click track use in worship, such as MultiTracks, Playback and Ableton
- Ability to identify and resolve basic computer system malfunctions and operations problems
- Skill in organizing resources and establishing priorities
- Ability to learn and support new systems and applications
- Understanding and knowledge of microphones, audio cables, direct boxes, and more in correct application
- Ability to manage time to complete tasks and projects on schedule
- Must be a mature, growing disciple of Jesus Christ who demonstrates His character in his relationships with people and whose life and behavior gives evidence of the fruit of the Spirit as outlined in Galatians 5:22-26

- Must be in full agreement with CBC's doctrinal and constitutional statements, work in cooperation with CBC's philosophy of ministry, and be committed to CBC's core values of Loving God, Loving Others, and Reaching Out
- Should be able to fulfill and satisfy any additional requirements as referenced in the CBC Employee Handbook

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time
- Occasionally required to stand for long periods of time
- Regularly required to move about
- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Regularly required to stoop, kneel, crouch, and/or crawl
- Regularly required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Occasionally required to lift up to 50 pounds and carry a distance in excess of 25 feet
- Occasionally required to push and/or pull up to 50 pounds a distance in excess of 25 feet

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level and on occasion high noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.