
Position Title: Director of Technical Arts Ministry
Reports to: Pastor of Worship and Creative Arts
Status: Part-time, evenings and weekends required (24 hours per week)
FLSA Classification: Non-Exempt
Creation/Revision Date: November 7, 2018

SUMMARY

The Director of Technical Arts Ministry 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 the future needs of CBC and being able to present a plan and budget for future use of emerging technology 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 services.

ESSENTIAL FUNCTIONS

- Recruit and develop effective leaders and volunteers for the most efficient and strategic use of media and technologies for all venues of 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 Pastor of Worship and Creative Arts
 - Develop and manage all worship technology policies
 - Consistently be aware of and explore new technology and work with ministry staff including the Pastor of Worship and Creative Arts and worship leaders to assess its use to advance ministry in a practical way
 - Work alongside Communication Director and video team for video needs, such as live streaming
 - 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
 - Leadership and oversight to technology in Sunday morning worship, Tuesday night rehearsals, Wednesday night youth worship, weddings and funerals, as well as 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, laser projectors, LED TVs and more)
 - Lighting Systems (ETC SmartFade, ETC ColorSource 20, ETC Express 48/96 and more)
 - Recording Systems (video and audio)
-

- 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 present 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.
