



GRACE BIBLE CHURCH OF BEND

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Open Position Title: Tech Director

Date: Position starts January 2022

Reports to: Director of Worship & Operations

Overview:

Grace Bible Church is seeking a Tech Director to help administer our Sunday service tech teams (media, livestream, and video editing) and maintain the tech equipment. This position will be compensated at \$20.00 per hour, will average 10-15 hours per week, and will work closely with the Executive Pastor.

Qualifications:

- Humble team player who works for the glory of God and seeks excellence in all things
- Problem solver who can troubleshoot technical issues
- Strong technical and communication skills
- Excellent team player with a willingness to learn
- Ability to multitask, work well under pressure, and manage her/her time well
- Great organizational skills with an attention to detail
- Confident in approaching people, recruiting, and building volunteer teams
- Ability to maintain a professional attitude and emotional stability when dealing with difficult or stressful situations
- Must have a high attention to detail and be a self-starter
- Comfortable learning new tech skills as needed (Lighting console, OBS, ProPresenter, iMovie, ATEM 4k software, etc...)
- Must be a member of GBC (or be in the process of or willing to become a member)

Primary Responsibilities

- 1. Administration**
 - a. Prepare ProPresenter playlists and graphics each week
 - b. Print orders of service each week with directions for tech teams
- 2. Technical**
 - a. Setup stage and soundboard each week for worship team
 - b. Setup click and tracks on iPad each week
 - c. Help provide system maintenance and troubleshooting as needed
 - d. Help setup and transition tech gear for outdoor summer services
 - e. Edit sermon videos and audio when volunteers are unavailable
- 3. Team Management**
 - a. Assist the worship pastor in recruiting volunteers for Tech Teams (Media, Livestream, Sound, Video Editing)
 - b. Facilitate training of new volunteers on equipment and software (lighting console, ProPresenter, OBS, iMovie, Livestream)
 - c. Debrief and evaluate tech teams as needed
 - d. Ensure volunteer roles are filled weekly and scheduled on a semesterly basis
 - e. Email out semesterly confirmations via Planning Center.
 - f. Lead team meetings once each semester
 - g. Oversee the tech teams each Sunday as "production manager"
- 4. Miscellaneous**
 - a. Weekly meeting with Worship Director
 - b. Be available or help give oversight for major church events (Sundays, Member Nights, Christmas Eve, Easter, etc...)
 - c. Potentially help oversee videography and photography teams (when we're able to build those teams out)

Details:

- Part Time: 10-15 hours per week total (5 hours on Sunday, 5-10 hours spread throughout Monday-Thursday)
- Compensation: \$20 per hour

- Schedule: Remote work is possible for the scheduling aspect of this position, but onsite work will be required for equipment maintenance, setup, etc...Monday meeting with Calvin to debrief previous Sunday and discuss upcoming Sunday

About our Church:

Grace Bible Church is located in beautiful Bend, Oregon and is part of the Acts 29 church planting network. Grace Bible seeks to glorify God by exalting Jesus Christ, and by being an authentic community of believers who live as the body of Christ and the family of God in Bend and around the world.