



JOB DESCRIPTION

POSITION: Technical Director
TYPE: Full time, salary, exempt

OVERVIEW

Trinity Church is a growing, vibrant community of people – one church in multiple locations (campuses) – that seek to *Love God, Love Others, and Help Others to Know and Love God*. Trinity Church operates within a “sent” model of ministry, where every person knows to whom they are sent and is equipped to go to whom they are sent. Under the direction of and accountable to the Director of Worship Arts, the Technical Director will be responsible for all aspects of live and production-oriented audio/visual needs of Trinity Church. The Technical Director’s goal is to ensure services and events across all campuses and ministries are able to utilize technology effectively to enhance the experience of those attending.

The Technical Director is a champion of the vision, mission, and core values of Trinity Church and influences volunteers and congregation through effective team building, communication, and servant-leadership. While expertise in audio, lighting and video is needed for this position, the emphasis is on empowering others to develop their skills and not to do everything yourself.

RESPONSIBILITIES

Internal

- ***Provide technical support for worship services and “all play” events: (50%)***
This position will work closely with the Worship Leader in coordination of service planning to provide exceptional support that ensures every worship service and event at Trinity sets the tone for *Sacrificial Worship*.
 - Provide superior front-of-house operations for all services and events with the technical ability to work on a variety of sound, video, and lighting systems. This includes but not limited to audio and monitor mixing, lighting, ProPresenter, Resi streaming service, podbean podcast service, video camera operation, and video editing.
 - Ability to inspire, motivate and lead a team of qualified tech operators for all services and events.
 - Partner with worship arts staff and tech team to develop plans and strategies for improvements and buildouts of audio/visual equipment.
 - Establish standards of operation and quality for tech ministries/volunteers and oversee continuous improvement to those standards.
 - Maintain all necessary systems, equipment and software to effectively support and deliver quality technical support.
 - Prepare stage for rehearsals, services and events.

- **Recruit, train, equip, schedule and lead volunteers (20%)** Create a healthy rotation of volunteers who help to ensure quality, distraction-free environments for worship services and events. Lead team members to take an attitude of ownership and responsibility, which is first demonstrated by the Director. Volunteers must be prepared spiritually as well as technically to serve in this area. Positive, humble, cooperative and willing attitudes are key.
 - Responsible for recruiting, scheduling, and managing qualified volunteers for sound, lighting, video switcher, broadcast audio, ProPresenter media, camera operation, stage resets, podcast recording, and other areas as required for services, ministries, and events.
 - Responsible for training volunteers that are recruited by fellow ministry directors for use in other ministries.
 - Develop and schedule regular training events (four times per year) for volunteers to improve skill-sets, increase knowledge and gain additional experience in operating tech equipment.

- **Maintain and update AV and production technologies: (20%)** Ensure campus technologies are in working order and equipment is well maintained for intended uses. Strategically plan and recommend changes and upgrades as needed and within budgetary guidelines.
 - Keep current with new technological developments related to equipment, hardware, and software to enhance the worship experience.
 - Lead and coordinate installation related to additions or changes to AV equipment, lighting, and other tech-related equipment.
 - Work with Worship Director to develop an annual budget for the Tech ministry. Research and make recommendations for related purchases.
 - Maintain reliable records of equipment inventory, purchases and licensing.
 - Depending on skill level and expertise, tech director may provide support and assistance for IT projects.

- **Video Production (10%)** Enhance, expand, and improve the efficiency of video use within services, promotion, and website.
 - Oversee video production for worship services, including capturing for upload to the website, live stream, editing, and other avenues.
 - Manage and deliver video production upon requests from the director of promotions.

External

- Build positive relationships with vendors and those in the community involved in music, art, video production, and related fields to ensure on-going opportunities to serve and reach people through Trinity Church.
- Represent Trinity Church to others in a way that reflects positively on the church and exemplifies a Christ-like spirit.

COMPETENCIES (Knowledge, Skills, and Abilities)

- A passion and call to use your unique gifts and skills in technology within a church/ministry setting.
- Utilize superior organizational and time management skills to accomplish established goals and objectives.
- People will only be as positive and reliable as you are. This position requires a person who demonstrates initiative, perseverance and a “whatever it takes” attitude.
- Demonstrated ability to lead, motivate, empower, delegate and direct others to accomplish ministry tasks and implement new initiatives successfully (on time, within budget).
- Self-starter who works with minimal supervision while maintaining accountability with leadership.
- Strong problem-solving capabilities with the confidence to make administrative and procedural judgements and decisions.
- Ability to function well in a team environment, this includes staff and especially with teams of adult volunteers.
- Superior interpersonal and social skills with a high-degree of tact, diplomacy, respect and courtesy toward others.
- Excellent verbal and written communication skills.
- Ability to adapt and thrive in an environment of change.
- Must be able to recognize and maintain confidentiality.

QUALIFICATIONS

- A passionate disciple of Jesus Christ in alignment with the vision, mission, and values of Trinity Church and the biblical teachings within the Wesleyan/Holiness doctrine.
- Bachelor’s Degree (preferred) or formal training in media, production and related technology operations in a modern worship environment.
- This can be a physically demanding position; candidate must be able to perform the necessary duties including ability to lift and carry up to forty (40) pounds.

**To apply, send resume to
Matthew Hines, Executive Pastor
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