

Freedom Life Church

Title	Technical Director	Classification	Full-Time
Current Employee	N/A	Salary or Hourly	Salary
Supervisor	Campus Pastor	Exempt or Non-Exempt	Exempt
Date	March 2023	Hours	40

General

General Function: The Technical Director is responsible for managing the preparation, implementation and execution of all technical aspects of Freedom Life Church’s weekend experiences and special events.

Special Focus: This person will proactively lead, equip, recruit and shepherd ministry volunteers in the most efficient and strategic use of media and technology; have a good grasp of current technology and be able to influence the shaping of the technical arts ministry; be responsible for providing reliable, consistent and the highest quality multimedia support as it relates to audio, video, lighting, stage design, graphics and projection systems; and execute and direct the pre-production, rehearsal and live production of weekend experiences and special events.

Qualifications & Expectations

Qualifications of Employment

1. Character - demonstration of Godly character and healthy personal relationship with Christ.
2. Competence - demonstrated ability to perform duties listed, which should include appropriate education, job experience, and aptitude for learning.
3. Chemistry - demonstrated ability to interact on an interpersonal level with the Lead Pastor, Elders, Pastoral Staff, and ministry volunteers.
4. Humility - demonstrated ability to take direction, and lead by example.
5. Consistency - demonstrated track record of being consistent in performance, commitment, and lifestyle.

Expectations

1. Confidentiality - The staff person must guard the confidentiality of any information that they hear in regard to someone else, or information that has not been made public.

2. Attendance - The staff person is expected to be involved in Freedom Life Church by being a part of major functions of the church. Additionally, as a full-time staff person, they will be expected to attend weekly staff meeting, staff development meetings, and other leadership meetings as requested, generally work 40-45 hours per week.
3. Servanthood - It is expected that the staff person will take initiative in doing things that need to be done without being asked, like turning off lights, cleaning up some leftover trash, locking up the building if everyone else has left, etc.
4. Flexibility - The specific responsibilities of the staff person are subject to change as the church grows and changes. The Elder Board will approve and communicate these changes, while also seeking to maintain the core description as listed.
5. Staff Presence - The staff person is expected to work a significant portion of their hours in the office in order to assist with maintaining an office presence and be available for collaboration with other staff members.

Responsibilities

Executive Duties:

1. Able to cast vision and align leaders and volunteers accordingly
2. Have excellent interpersonal skills in order to lead a team relationally and effectively
3. Have expertise in Full AVL (Audio, Video, Lights) areas. High sound engineering skill (Behringer X32 – and ability to adapt to any sound board), proficient in wireless and frequency and bandwidth assignments, Presentation software operation (ProPresenter7), Blackmagic equipment/converters (Atem video switchers), Canon xf300/305 cameras, shading/coloring and projection, light design and programming (Jands vista)
4. Live Direct and manage all technical aspects of weekend services and other events.
5. Demonstrate competence in FOH mixing and have a good grasp of current audio technology.
6. Direct Technical Pre-Production: concept meetings, scenic design layout, equipment management, build lighting cues/design, manage and schedule volunteer technical teams, budgeting, and delegating key responsibilities
7. Oversight Production: stage layout, set-up and strike, scenic stage design, FOH Audio, lighting, Camera operation, IMAG, Live video directing, run-thru, acquisition of live service elements, service order/cue sheet administration
8. Direct Post-production: evaluation, stage maintenance, equipment maintenance, prop management, archiving, trouble-shooting, scheduling, celebration with volunteer technical teams
9. Oversee operation, training and maintenance of all stage and tech equipment, and maintain correct and safe rigging of all scenic design and stage lighting
10. Provide excellent production management, FOH sound, lighting, stagecraft/design, stage management, projection, and video, as well as coordinating service content with the creative ministry staff.

11. Collaborate with Worship Pastor, Campus Pastor and other staff on all weekend experiences and other events
12. Administrate, maintain, archive, and oversee Service Orders/Cue Sheets and other Tech communications
13. Oversee a team of volunteers by proactively leading, equipping, recruiting and shepherding ministry volunteers in the most efficient and strategic use of media and technologies
14. Maintain and upgrade current audio and visual systems as needed
15. Run effective rehearsals for weekend experiences; service orders and databases; provide strong spiritual and creative direction/leadership of volunteers during rehearsals/run-through
16. Create creative elements for weekend services (if gifted)
17. Network and build relationship with other tech professional to forward the creativity for weekend experiences and special events

Delegated Authority: The Technical Director will be empowered to make decisions as needed within the following parameters:

1. Creating systems or processes necessary to execute the Vision and Mission within the areas listed under Executive Duties.
2. Delegating authority to volunteers as needed to accomplish the execution of the Vision and Mission within said areas.
3. Implementing changes necessary to improve the quality of any areas listed in Executive Duties.
4. Creating a yearly budget to cover expenses of Executive Duties.
5. Spending approved money within parameters of that budget.

Employee Status

- Work is 40 -45 hours per week (full-time) or however much time is needed to accomplish the work to be done each week.
- Compensation to be determined based upon experience
- Employee benefits will be listed in Employee Manual

Experience working on church staff preferred

I have read the above job description and agree to perform these duties.

Signature

Date