



# HIGHLANDS COMMUNITY CHURCH

## Job Description

<b>Title:</b> Technical Director	<b>Revision Date:</b> December 2020
<b>Department:</b> Ministry	<b>Job Classification:</b> Regular Full-time Exempt

**Position Overview:** The Technical Director will lead Highlands audio, visual and lighting needs for weekend worship services and other Highlands events and programs.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Lead and train the staff and volunteers to provide quality audio and visual technical support for the weekend services and special events.
- Responsible for operating, maintaining, and expanding the technologies utilized in our worship environments.
- Recruit, train, supervise and mentor teams of volunteers.
- Provide leadership for the integration of all technical service elements (audio, sermon slides, worship slides, lighting cues, video elements, etc.).
- Produce a weekly technical cue sheet for service techs as well as a checklist for each area.
- Design and implement the technical and staging needs for weekend services and all church events.
- Oversee the security, maintenance, operation and purchasing of sound, lighting, video, and AV equipment.
- Lead the online streaming of weekend services and other programs and events. Able to troubleshoot various production components.
- Record and catalog all sermons.
- Oversee production and the necessary team for weekly sermon content distributed to all multi-site locations as needed.
- Oversee the digital signage system for lobby monitors and the use of this system for promotions.
  
- ***Other Responsibilities***
  - Creates and maintains an annual budget in coordination with the Lead Team and the Worship & Creative Arts Team Lead that ensures continuous improvement in tech ministry.
  - Support the Lead Team in the implementation of ministry programs, goals and objectives.
  - Adheres to Highlands bylaws including the Statement of Faith and the Highlands Code of Conduct (upon Board adoption) with a lifestyle that exhibits both true Christian love and personal holiness.
  - Regular devotional life of prayer, bible study, scripture memory, be known for communicating biblical truth, and involved in personal discipleship.
  - Stay current with trends of audio/visual/lighting.
  - Becomes a member of Highlands Community Church.
  - Attends regular Ministry Team staff meeting.
  - Ability to multitask and communicate effectively to a diverse staff and congregation.
  - Some evening and weekend work will be required as needs arise.

- Perform other tasks as assigned.

- **Knowledge, Skills and Abilities**

- Must possess the qualities of life and practice that demonstrate spiritual maturity meeting scriptural requirements of a deacon or deaconess (1 Timothy 3).
- Strong leader with a solid work ethic and an ability to administrate as a leader of leaders.
- Live sound mixing, staging, rigging and lighting.
- Proficient at ProPresenter and ProVideoPlayer.
- Proficient at Planning Center Online (PCO).
- Problem solving of production equipment.
- Skilled at audio and video wiring, soldering, repair, troubleshooting and maintenance.
- Ability to recruit and train leaders.
- A working knowledge of Microsoft Office 365.
- A working knowledge of database systems preferred.

- **Education and/or Experience**

- A Bachelor's degree in related field is required.
- 5 or more years' related experience preferred (can be substituted in some cases for a degree).
- Technical experience in the field is required.

- **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
  - While performing the duties of this job, the employee is regularly required to talk and hear.
  - Requires the ability to occasionally lift office products and supplies up to 20 pounds.
  - Work takes place in an office environment where long periods of sitting, working on a computer, walking to various areas, going up and down stairs, and standing are required.
  - Occasional international travel could be required.

## **REPORTING RELATIONSHIPS**

- **Immediate Supervisor:** Worship & Creative Arts Team Lead
- **Partners with:** Lead Team and Highlands staff

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the church.