



Job Title:	Technical Director	Job Category:	Exempt
Location:	Midway/All-Church	Travel:	Limited
Reports to:	Midway Executive Pastor; Marketing Director	Position Type:	Full Time

JOB SUMMARY: Oversee and coordinate all aspects of the technical ministry at New Life Midway and in support of All Church events and location needs.

JOB DESCRIPTION SUMMARY: The Technical Director will support the mission of New Life Community Church at Midway with oversight and coordination of all aspects of the technical ministry for audio, lighting, and video; as well as provide oversight for all-church events and location needs. The goal is to ensure that Midway, as well as all locations, and all events utilize technology efficiently, effectively, and strategically to enhance the experience of those attending.

JOB DUTIES: Midway Worship Services/All Church Events

1) Provide technical support for worship services and events:

- Maintain a reliable system for providing technical support for all Midway worship services/events and all-church events including audio mixing, monitor mixing, and audio recording.
- Manage lighting production for services and events.
- Manage switching with multiple cameras.
- Manage video recording and livestream production (more detailed in #4 & #5 below).
- Manage ProPresenter/PowerPoint presentations.
- Prepare stage for rehearsals, worship services, and events; assist with set and stage construction and management.
- Initiate communication with Pastors, Worship Director, Ministry Leaders, and Event Coordinator to help facilitate a/v needs; upload service details to Planning Center Online.

2) Recruit, train, equip, schedule, and lead technical support teams:

- Recruit, schedule, and direct volunteers for Midway services and all-church events; ensure roles are filled.
- Train volunteers to competence; equip team with proper tools.
- Organize quarterly trainings for tech teams and leaders.
- Deploy volunteers to appropriate tasks; create a volunteer schedule and share with leadership through Planning Center Online.
- Meet with Midway tech team weekly to post-Sunday reviews and pre-Sunday planning; provide weekly status report to Midway leadership team.
- Provide on-site troubleshooting and support for locations' AVL needs (travel included).

3) Update and maintain production technologies:

- Ensure that Midway technologies are in working order.
- Advise on technical equipment needs and purchases for Midway; plan and procure AVL equipment for all-church events.
- Oversee any technical installations including coordination of purchasing and training.

- Research and recommend AVL systems for new churches and upgrades for existing churches.

4) In-house video production:

- Oversee video production during worship services including capturing and live streaming.
- Coordinate with the Video Production Specialist to ensure data is provided for editing and website upload following Sunday services and events.

5) Social media:

- Oversee the Midway Facebook live and website video feeds and schedules.
- Oversee the Midway team that monitors the live chats during live events on the internet.

SKILLS/QUALIFICATIONS:

- A spiritually mature Christian in full agreement with New Life's statement of faith; strong desire to serve Christ and His church.
- 3-5 years of experience in a tech production role; hands-on experience in a modern worship production environment required; experience in a technical director role at a church with 1,000+ weekly attendance preferred.
- Expert knowledge of Planning Center Online and Pro-Presenter.
- Expert knowledge of audio systems and large-format digital consoles.
- Expert knowledge of media in the context of worship services; detailed knowledge of live streaming video environments; detailed knowledge of projectors, displays, and video transmission.
- Expert knowledge of lighting in the context of worship services; knowledge of theatrical, intelligent, LED, and lighting for video; familiarity with DMX programming.
- Highly tech-savvy and able to learn and master new technology quickly and thoroughly.
- Very strong organizational abilities and excellent attention to details; must possess solid time management skills.
- Expert knowledge of audio/video/lighting signal flows and strong ability to troubleshoot in these areas; must have the ability to coordinate several activities at once and quickly analyze and resolve specific problems.
- Must possess a teachable spirit and collaborate well in a team environment demonstrating a Christ-like demeanor in demanding situations.
- Excellent leadership skills; ability to inspire and motivate teams of volunteers and leaders.
- Strong desire to embrace and pursue artistic and spiritual excellence in services.
- Ability to be flexible in an environment that is subject to spur of the moment changes.
- Must be legally authorized to work in the United States.

The Technical Director is responsible for setting the spiritual tone for the technical ministry. Volunteers must be spiritually prepared in addition to technically prepared for their role in this ministry. Technical team members must have an attitude of ownership and responsibility, which must first be demonstrated by the Technical Director. Positive, humble, cooperative, and willing attitudes are essential.