

Job Title: Technology Director

Reports to: Administrative Pastor & Worship Director

Position Status: Part time hourly. (Anticipated 8-10 hours per week)

Purpose of the Position: The Technology Director will develop and utilize technology to create and enhance the production of Sunday morning services, both live and virtual.

Qualities and Qualifications:

1. Demonstrates a personal faith in Jesus Christ expressed in attitudes, values, enthusiasm and dedication to the ministry of the church.
1. Has previous experience in operating technology connected to Sunday morning services.
2. Demonstrates a familiarity with A/V components, such as OBS (or something comparable), ProPresenter 7, Allen & Heath SQ-6/7, and DaVinci Resolve (or something comparable).
3. A self-starter who takes initiative in setting and completing goals and nurturing relationships.

Key Responsibilities and Duties:

The Technology Director's primary responsibility is to oversee the technological production of Sunday morning services, both in-person, and online.

Key responsibilities and duties outlined below are to guide the Director in this task.

1. Shaping the Environment
 - a. Technological elements (videos, backgrounds, countdowns, etc.) fit the overall flow of the morning service in theme and intention.
 - b. Volume, lighting, and visual elements aid corporate worship.
 - c. Ensure technology utilized in the area of worship arts is maintained and updated.
 - d. Utilize Planning Center Services to give creative direction to each technician.
2. Leadership and Management
 - a. Manage/Lead all technicians who participate in Sunday morning worship technology.
 - b. Delegate or direct all audio/visual components for Sunday morning services.
 - c. Schedule all weekly sound techs, screen techs, and livestream techs.
 - d. Ensure all assigned team members have access to "order of service" information via Planning Center Services.
3. Other Responsibilities
 - a. Weekly meetings with the Senior Pastor and Worship Arts Director.
 - b. Continued personal training in areas of technology used at FCC.
 - c. Online service bumpers and other video recording/editing tasks for announcements.
 - d. Monthly commission meetings as the Quadrant Director of Technology.

I have read and received a copy of my job description.

Employee

Date