



## **TECH DIRECTOR**

### **POSITION DESCRIPTION**

The Clay Church Tech Director is a highly skilled and hard-working individual with an expertise in sound production and the ability to develop, train, and schedule volunteer teams to provide sound, lights, video, and projection support on Sunday mornings and during select special events.

### **KEY RESPONSIBILITIES**

#### **Excellence in Sound, Lights, Projection, and Video Recording**

- Create excellent sound mixes using a variety of instruments and vocalists that can change from week-to-week.
- Program light board and projection computer ahead of Sunday morning and test all elements.
- Provide an excellent livestream experience for remote users.
- Troubleshoot technical problems, including sound and light boards, computer, video camera, cabling, equipment, etc...
- Develop and update Standard Operating Procedures for all technical processes.

#### **Volunteer Teams**

- Develop training manuals and processes for new volunteers.
- Recruit, train, develop, lead, and schedule volunteers.
- Invest continually in volunteers (visits with volunteers, planning annual Thank You Fellowship Event for Tech Teams, following up with lapsed volunteers, etc...)
- Troubleshoot technical problems, including sound and light boards, computer, video camera, cabling, equipment, etc...

#### **Commitment to Learning**

- Network with other church tech professionals on an ongoing basis.
- Attend a quality training conference at least annually.
- Exhibit a commitment to keep up with emerging trends in tech.

#### **Organization and Preparation**

- Attend a weekly tech meeting to prepare for Sunday mornings as well as sporadic tech meetings for select events (Christmas Eve, Holy Week services, etc...)
- Communicate regularly with musicians and speakers to ensure understanding of their needs and to ensure that those needs can be met.
- Maintain schedules and communications with volunteers to ensure all positions are filled for each event.
- Ensure that the sanctuary is set up ahead of rehearsals and services so that these events can operate smoothly and value the time of our volunteers.

### **TIME REQUIREMENT**

10-15 hours weekly

## **JOB SKILLS AND REQUIREMENTS**

The Tech Director is a person who:

1. Demonstrates a commitment to following Jesus.
2. Has relevant experience and training in mixing sound.
3. Is a quick learner who can keep up with emerging tech trends and continually grow his or her expertise in the field.
4. Has a passion to teach his or her skills to others and who will be excited about continually developing new volunteer leaders.
5. Has the organization skills to manage, train, and schedule several volunteers each week.
6. Is obsessed with excellence and is willing to do hard work to make sure the Clay Church Tech Ministry reaches that standard of excellence.
7. Is comfortable communicating and collaborating with others.
8. Is able and willing to take initiative.
9. Is comfortable investing in the lives of Tech Team volunteers.
10. Exhibits a commitment to the mission and vision of Clay Church.

## **TEAM ACCOUNTABILITY**

The Tech Director serves on and leads the Tech Team. The Tech Director reports to the Creative Director.

## **TO APPLY:**

Send resume and cover letter to Aaron Helman (aaron.helman@gmail.com).