

JOB DESCRIPTION: Tech Lead

REPORTS TO: Worship Director

CLASSIFICATION: Hourly
Up to 16 Hours per Week



Position Summary: The Tech Lead is responsible for implementing the technical aspects of the worship plan and producing weekly worship power point media and other visual media as directed by the Lead Pastor and the Worship Director. This includes (but not limited to) Sunday worship services and other special services that take place during the year. An important part of this job is to recruit and train volunteers or substitutes to support or fill in as needed.

Primary Responsibilities, Duties, and Performance Indicators:

Scheduled Hours

- Participates and is present for music team practices as scheduled by the Worship Director. If unavailable, ensure that the audio system is prepared for a trained and authorized substitute or volunteer to assist.
- This position has the ability to flexibly schedule a portion of the media work according to deadlines determined by the Pastor and Worship Director. Style and content will be done in partnership with the Pastor, Worship Director and other church personnel as needed.
- Is present for most worship services on Sundays or other seasonal worship services. If unavailable, ensure that the media presentation and system is prepared for a trained and authorized substitute or volunteer to assist.

Audio

- **Set up and operate the sound equipment:** This involves preparing microphones, speakers, amplifiers, and mixing consoles for live streaming and live performances, and Worship events.
- **Testing and troubleshooting:** Check audio equipment for clarity, tone, and volume, and resolve any technical issues that arise.
- **Mixing and adjusting sound:** Using specialized software and mixing consoles, balance and equalize sound sources to achieve the desired audio quality.
- **Collaborating with Worship Director, volunteers, and other team members:** Work closely with the teams to meet specific sound requirements for productions.
- **Maintaining and repairing equipment:** Regular evaluation and maintenance of audio gear to ensure smooth operations
- Provide Audio or coordinate support with volunteers team for funerals/weddings a scheduled. (Paid separately - \$100/funeral)

Media Production

- **Live stream / record the weekly worship service:** YouTube/Facebook.

- **Prepare the Media file for worship services:** Power Point or other programs such as Proclaim or Pro Presenter.
- **Setting up and operating equipment:** This involves handling cameras, projectors, and other multimedia tools for events, broadcasts, or recordings.
- **Troubleshooting technical issues:** Diagnose and resolve problems with media equipment to avoid disruptions during live events or productions.
- **Editing and processing content:** Edit audio and video recordings, ensuring high-quality output for presentations or broadcasts.
- **Collaborating with teams:** Work closely with Worship Director, Pastor, volunteers, and other team members to meet the technical requirements. Coordinate with the pastor on videos, sermon images and other visual enhancements.
- **Maintaining and upgrading equipment:** Regular evaluation and maintenance of audio gear to ensure smooth operations.
- Provide media support for online social media posts and other online posts.
- Provide media support for funerals/weddings as needed. (Paid separately - \$100/funeral)

Volunteer Leadership

- Recruit, train and lead volunteers to operate the sound equipment and assist with visual media production as needed.
- Update, maintain and develop instructions for Audio System procedures and AV Booth Procedures.
- Foster and maintain healthy working relationships with staff, AV volunteers, and church members.

Technology and Equipment

- Assess and make recommendations for audio and visual media system upgrades as needed.
- Maintain inventory of equipment

Budget and Administration

- Prepare audio system and visual media budget recommendation annually and submit to Administrator.

Background, Skills, and Qualifications

- Two or more years of related experience and/or training.
- A degree in audio-visual or related field is favorable but not required.
- A degree in computer graphics and or marketing or related field is favorable but not required.
- Must possess strong computer skills, including proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint). Experience with Proclaim or Pro Presenter is a bonus! Able to operate or learn to operate streaming software such as OBS Studio.
- Must be able to operate mixing board and related equipment.
- Experience working with audio, video, and media equipment.
- Ability to use or learn to use video editing skills and experience with editing software

- Excellent verbal, written and interpersonal communication skills. Edits work for spelling and grammar.
- Team player; Organizational skills; an eager learner; and a problem solver.
- Bonus skill – Provide IT assistance on staff computers, computer upgrades, Microsoft 365, etc. (not required)

Authority and Freedom to Act: Purchasing decisions will be made with the approval of the Pastor and Administrator and in accordance with church expense policies and budget guidelines as approved by the congregation annually.

Accountability: This position is administratively responsible to the Worship Director but may be asked to complete other projects from the Pastor, Director of Youth and Family Ministry, or other staff members as time permits. This position will be reviewed annually.

Support: Support for this position will be provided by all co-workers on our staff and the Personnel Committee.

Compensation and Benefits: To be determined at the time of hiring and placed in the employee's personnel file. Compensation and benefits will be reviewed during the annual review and any changes noted in writing and placed in the employee's personnel file. The Employee Handbook serves as a resource for all lay professional employees.

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, who may be asked to perform other duties as required.