

UNIVERSITY COVENANT CHURCH

Job Description: *Technical Director*

22 hours/week | \$15-18/hr, DOE | Benefits: None

Description: The Technical Director for University Covenant Church (UCC) is, with the help of volunteer teams and the Worship Director, responsible for all Audio/Visual aspects of Sunday morning services, rehearsals, church events, and special events. This includes recruitment and training of volunteers, equipment management, scheduling and administration, and other responsibilities that are required in not simply a regularly-used worship space, but a multi-purpose space that hosts many different types of events that may need technical support. The Technical Director will work under supervision of the Worship Director and as a part of the UCC staff to create a worship environment and work environment that is simultaneously professional, creative, and full of kindness.

Supervision, Leadership, and Training (15% – 3hrs/wk)

At UCC, the Technical Director mainly works with unpaid volunteers, most of whom don't have professional experience with these very technical aspects of worship. The Technical Director, with assistance of the Worship Director, must teach these skills well and instill confidence in his/her team, even in someone who has no prior knowledge or experience. In addition, recruiting and communicating vision and strategic team development and education in line with the vision of the worship ministry is expected, as well as personal relationships and one-on-one meetings to grow relationally and spiritually with the team. The Technical Director must also schedule volunteers effectively.

Production of Sundays and Special Events (55% – 12.5hrs/wk)

The Technical Director, in coordination with the Worship Director, is responsible for all the technical aspects of the execution of an event. He/she will recruit teams to accomplish this effectively and professionally. Here are examples of events that the Technical Director is expected to produce.

Weekly Events (9hrs):

- Weekly Thursday night rehearsals (3hrs/wk)
- Weekly Sunday services (6hrs/wk)

Other Events (flexible/variable 0.5-12hrs/wk depending on peak season):

- Special services (Easter, Ash Wednesday, Christmas, worship nights, etc. Approx. 12 events/year)
- Church events needing technical support that fit particular categories
- Additional rehearsals

Events with additional pay beyond the budgeted position for which the Technical Director is responsible to find coverage and oversee use of stage and equipment. The Technical Director is expected to train people on his/her team to be able to staff these events independently (~0.5-1hr of coordination/setup time per event is part of the budgeted position hours):

- Memorial services
- Weddings
- Outside events

Equipment Management (20% – 1-4.5hrs/wk)

A major component of the Technical Director's responsibilities is concerned with the proper use of equipment and reliable functionality of that equipment. The Technical Director must have full knowledge of all equipment (or the ability to learn unfamiliar equipment) and an understanding of how to troubleshoot issues, to know

when something needs to be replaced and when something needs to be repaired, and when a repair or installation needs to involve an outside party. The Technical Director is responsible for timely, well-researched acquisition and will steward a budget in such a way that allows for long-term use of quality equipment.

In addition, the Technical Director advises and assists the Worship Director in developing safety procedures and other basic policy for stage use and A/V use for different ministries and events. This includes, but is not limited to: tracking inventory, being aware of missing equipment, creating policy for loaning equipment, determining who is qualified to use which equipment, etc.

Areas of management and skill:

- Audio: live analog multi-channel mixing, preamps, amps, speakers, monitors, cables, microphones, wireless audio, stands, rack-mounted effects, digital multitrack recording, feedback prevention, uploading sermon recording to web, etc.
- Video: basic video recording and editing skills, understanding of church video background loops for slides, knowledge of formatting, basic knowledge of use of different codecs and aspect ratio manipulation based on display sizes to optimize video quality
- Computer: ProPresenter slides, formatting, templates, and effective file management for weekly services, as well as building a useful database of song slides in ProPresenter and other methods to assist in live recall of scripture verses and songs in a professional and timely way
- Lighting: knowledge of lighting instruments and safe procedure in hanging lighting instruments, as well as an ability to set and change scenes on an analog board and coordinate scene changes with a team
- Stage Management: assisting with resetting stage and use of stage for all events, putting safety procedures into practice to prevent damage to equipment on stage, working out dramatic productions with stage directions and different lighting cues
- Youth Center: assist with equipment management and training of AV equipment in Youth Center and certification of qualified users – not responsible for recruiting for this ministry
- Catalyst: assist with equipment management and training of AV equipment for Catalyst college ministry and certification of qualified users – not responsible for recruiting for this ministry

Staff Responsibilities (10% – 2hrs/wk)

- Weekly meeting with Worship Director (1hr/wk)
- Weekly staff meeting (1hr/wk)
- Two hours per week of regular office hours, to be determined in coordination with Worship Director

Skills and Knowledge Required

The Technical Director must have an advanced knowledge of sound reinforcement, signal processing, signal flow, and live sound production as well as basic lighting, video, and stage skills. The ability to troubleshoot all these things effectively and quickly in live situations is also required.

In addition to knowledge of equipment, there are essential tools and abilities that allow us to operate efficiently on Sunday mornings and at various other events. If any are unfamiliar, they must be learned as quickly as possible:

- Mac OS X
- ProPresenter 6
- Planning Center Online
- Climbing stairs regularly
- Moderate lifting