

**Turning Point Community Church**

**Job Description**

**Job Title**: Technical Director

**FLSA Status**: Full-time, Exempt

**Workdays/Hours:** Minimum of 40 hours per week.

**Weekend Responsibilities:** The Technical Director’s normal work week is Sunday through Thursday. However, this position is expected to attend all church-wide activities and be available to the congregation as needed, which may include Friday or Saturday.

**Reports To:** Worship Pastor

**Supervises**: Tech Ministry Assistant

**Works Closely With**: All ministries

**MINISTRY PURPOSE:** This position is responsible for overseeing all aspects of production, including equipment oversight, leading, and training the production team, and guiding the direction of the department.

**MINISTRY QUALIFICATIONS:**

**Character:**

* A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
* Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3 “…above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness.”
* Understand and embrace TPCC’s Mission, Vision, and Values.
* Possess an inspirational and influential personality that enables and encourages effective collaboration and communication amongst ministry leaders, staff, and volunteers.
* Advance TPCC’s culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

**Competency – Skills:**

* Creative: Ability to think out of the box and implement strategies that get the attention of the culture, the church, and the community.
* Organized: Ability to handle multiple projects and assignments while managing time and meeting deadlines.
* Skilled Communicator: Ability to naturally translate concepts and communicate clear messages through various media.
* Influencer: Ability to connect and influence others to jump on board and adopt new ideas and concepts.
* Strategic: Ability to see the big picture and design systems that make all the pieces fit together.
* Leader: Be a vision caster and a vision carrier able to steer the tone and messaging of the vision to diverse audiences.
* Discerning: Ability to exercise exceptional judgment, an innate sense of culture and community, and always maintaining professionalism and confidentiality.

**Chemistry – Relational Abilities:**

* Appreciate the God-given personalities and spiritual giftedness of others exercising both a spirit of discernment and deference.
* Understand the unique discipleship and logistical needs of a growing church community.
* Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.
* Resolve relational and professional conflicts quickly extending and receiving forgiveness.

**Job Responsibilities:**

**Leadership and Technical Expertise in the areas of Audio, Video, and Lighting:**

* Assist the Worship Pastor in carrying out weekly, monthly, and yearly vision of Worship Ministry through AVL support and creative elements and support.
* Accountable for management of Audio, Video, and Lighting (AVL) production of events, both on and off campus.

**Leadership and Technical Expertise in the areas of Audio, Video, and Lighting: (cont’d)**

* Manage training, job descriptions, and standard operating procedures for each production position.
* Manage and supervise the Production Crew (i.e.: Technical Teams), including leadership, leadership development, recruiting, on-going training, and scheduling.
* Supervise through leadership the production team, while maintaining the attitude of a coach or equipper, while brainstorming, scheduling, and implementing the weekend worship services.
* Ensure that the content and creativity of the weekend worship services are aligned and are planned at an appropriate pace.
* Support live stream equipment and process by, at a minimum, ensuring broadcast of weekly services on various online platforms, editing services and managing video library.
* Maintain a high level of expertise in the operation of campus-wide production AVL technologies.
* Recruit and develop volunteer teams for audio, lighting, video, and stage, broadcast, etc.
* Provide support for weekend worship services and their corresponding rehearsals, sound checks, and any special events requiring production support.
* Leverage worship rehearsals as training opportunities.
* Update Planning Center Online (PCO) with notes as required.
* Define and establish standard practices for live production.
* Operate systems when volunteer support is unavailable.
* Define and establish standard practices for event/stage lighting with consideration and attention to video production.
* Conduct technology related research and identify product specifications.
* Perform systems device and work-stations installations, upgrades, and maintenance.
* Stay current and up to date on best practices for general AVL production and make recommendations to the Worship Pastor and/or Sr Associate Pastor.
* Perform systems and device troubleshooting and break-fix analysis.
* Oversee the set-up and operation of the weekend services including sound, lights, and video.

**Leadership and Technical Expertise in the areas of Audio, Video, and Lighting – cont’d:**

* Perform set-up and tear down of AVL systems for the weekend services and other on-Campus and off-Campus events requiring AVL systems and support.
* Coordinate and manage event AVL support requests for other ministries.
* Maintain an orderly, clean, safe, and hazard-free control booth and media closet.
* Maintain and monitor the condition of all the equipment (audio, lighting, stage, video, rigging) and arrange repairs as needed.
* Assist in creating, building, and executing any new set designs and set builds as needed.

**Supervise high-performing staff and volunteers and administrate budget responsibilities:**

* Serve as the direct supervisor of the Tech Ministry Assistant to include managing workflow and schedules, training, and development, mentoring and discipleship, and evaluating performance and providing feedback.
* Responsible for the development, oversight, and management of the AVL budget, including input and authority over all equipment purchases and leasing related to AVL.
* In the areas of AVL, accomplish financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma and experience of 2 – 5 years in a related field strongly preferred.

**Experience:** Three to seven years of related work experience providing support in the development, design, and production of various communications components, as well as AVL, to include the supervision of others or theequivalent combination of education and experience.

**Skills:** Ability to generate and implement new, creative ideas in alignment with TPCC’s mission, vision, and values. Ability to organize and initiate work with minimal supervision. Exceptional and professional verbal, written, electronic, and interpersonal communication skills. Ability to prioritize and manage multiple projects and adapt production timelines to changing conditions. Ability to establish and maintain positive internal and external working relationships. Exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to always maintain the highest degree of confidentiality and professionalism.

**Physical Requirements:** Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Medium lifting and light carrying may be required. Ability to reach above shoulders, to extend arms and reach. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities include close vision, distance vision, color vision, depth perception and the ability to adjust focus.