

Technical Director Job Description

Salem United Methodist Church of Cedar Rapids
3715 33rd Avenue SW
Cedar Rapids, IA 52404

POSITION DESCRIPTION

It is important to note that this position is more than a “gig.” Worshipping God with all that we have is imperative, no matter the role. In addition to technical responsibilities, the Technical Director is responsible for setting the spiritual tone for the Technical Ministry. The Technical Ministry volunteers must be spiritually prepared in addition to technically prepared for their role in worship. All team members will be required to take an attitude of ownership and responsibility, which must be first demonstrated by the Technical Director. Positive, humble, cooperative, and willing attitudes are imperative.

While expertise in audio, lighting, live-stream, and video for this position is preferred, a teachable candidate willing to learn these areas will also be considered. The emphasis is on empowering others to develop their skills, not doing everything yourself. The Technical Director should fully staff the needed positions with volunteers and then be prepared to fill in, train, and troubleshoot when necessary. The Technical Director reports to the Lead Pastor. The technical director is salaried \$4,716.92 annually and averages 6 hours per week.

ROLES AND RESPONSIBILITIES

1. Provide technical support for worship services/funerals/weddings and events:
 - a. Maintain a reliable system for providing technical support for all worship services and events. This includes (but is not limited to):
 - i. Audio mixing, monitor mixing, and audio recording
 - ii. Lighting production
 - iii. Video recording, and live streaming production
 - iv. Produce/Edit videos for worship as directed by Lead Pastor
 - v. Worship Presentation Software preparation and implementation
 - vi. Prepare stage for rehearsals, worship services, and events
 - vii. Initiate successful communication with pastor, music directors, ministry leaders, and event coordinators in order to help facilitate a/v needs.
*Long-Term Goal: Ensure that every worship service and event at Salem UMC is vibrant, distraction-free, and technically well supported.
2. Recruit, train, equip, schedule, and lead a/v staff and volunteers on assignment:
 - a. Recruit a/v staff and volunteers for events and services.
 - b. Train a/v staff and volunteers to competence.
 - c. Equip a/v staff and volunteers with the proper tools.
 - d. Deploy a/v staff and volunteers to appropriate tasks.

*Long-Term Goal: Create a healthy rotation of a/v staff and volunteers who help to ensure quality, distraction-free environments for worship services and events; begin moving into spiritual mentoring relationships with volunteers.

3. Update and maintain production technologies:

- a. Ensure that campus technologies are in working order.
- b. Advise on future purchases.
- c. Oversee any technical installation.
- d. Keep reliable records for purchases and licensing.

*Long-Term Goal: All production technologies are at or approaching industry standards.

4. In-house video production:

- a. Oversee video production for worship services, including: capturing, live streaming, editing, and uploading to website in coordination with director of communications
- b. Create a system to receive a manageable number of requests from ministries for video production.
- c. Carry projects from inception to final product.

* Long-Term Goal: Enhance, expand, and maximize the efficiency of the video aspect of our technical ministry

5. Creative Responsibilities

- a. Participate in worship design meetings as scheduled by the Lead Pastor

JOB SKILLS AND REQUIREMENTS

- The successful candidate must be a fully devoted Christ-follower and fully support the ministry of Salem UMC.
- Expert knowledge or willingness to be trained in audio systems and large-format digital consoles
- Expert knowledge or willingness to be trained on media in the context of worship services
- Expert knowledge or willingness to be trained on lighting in the context of worship services

CHURCH EXPECTATIONS

Must uphold the church's visions statement, core values, and employment policies of the church. This individual must be highly motivated and committed to excellence in worship while fostering an atmosphere of worship in partnership with the Lead Pastor.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high. Due to the nature of this role, a flexible schedule is preferred.

JOB EVALUATION: The Technical Director will be invited to meet with the Pastor and/or Staff-Parish Relations Committee (SPRC) yearly to evaluate fruitfulness and make changes as necessary. The job description will be reviewed periodically and in association with any pastoral change. Please note: Job descriptions at Salem United Methodist Church are not intended to fully specify or limit the tasks that may be required of each employee. This description must not be perceived as a definitive work statement. Although each job description roughly defines the current focus of activity for a given position, that focus may be changed at any time, depending on the evolving needs of the church and the gifts of the staff person.

TERMS OF EMPLOYMENT: Works approximately 6 hours per week. Compensation is paid bi-weekly (26 times a year). All staff are afforded 3 weeks of paid time off (PTO). In general, staff members must have approval to be gone during holy days (Christmas Eve, Ash Wednesday, Holy Week, etc.). Overtime, medical/other fringe benefits, and pension/other retirement compensation are not included. Employment is completely at will.

CONDITIONS OF EMPLOYMENT:

- 90 day probationary period with evaluation at end of that time period
- In all things must be consistent with Salem and The United Methodist Church
- Continue growth and training when possible through conferences, online training, etc.
- The Pastor has the authority to hire and fire. Most often this will happen in consultation with the Staff-Parish Relations Committee.

Please submit an online application at Salemchurch.life and email a cover letter of interest and resume to mattgerman@salemchurchcr.com

Chair LB/SPRC _____ **Date** _____

Technical Director _____ **Date** _____

Employment is at will and the church and employee retain the right to terminate this relationship at any time, for any reason, with or without cause of notice.

As a resigning employee, you may be responsible for training the person who moves into your position. Advanced courtesy notice by both the church and employee is appreciated.