

COMMUNITY PRESBYTERIAN CHURCH
JOB DESCRIPTION

DATE: June 2018

JOB TITLE: Director of Technical Arts

REPORTS TO: John Phillips, Minister Worship/Arts Dept.

PRIMARY PURPOSE: To manage all technical aspects of the Worship and Arts Ministry, including coordinating and integrating the various logistical aspects of worship services and special worship events.

PRIMARY RESPONSIBILITIES:

1. Manage CPC's technical staff
 - a. Oversee scheduling and well-being of technical staff, seeking to create a creative yet disciplined work environment to allow for timely completion of tasks with high quality results.
 - b. Provide training and other avenues of growth for tech staff
 - c. Oversee the quality of and set standards for audio engineering for all venues
 - d. Oversee all recording and projection of video during services and special events. Including camera placement and the live "switching" of services if required.
2. Specify and recommend the equipment required for CPC's use in presenting high quality media presentations.
3. Support internal media projects and departments (i.e., Serve Day, memorial services in conjunction with Care Ministries, SRVCA events, CPC Kids) as well as external groups (SRVHS, Danville Band).
 - a. Oversee the distribution of audio and video recordings to all media outlets (web, media replication, etc.)
 - b. Oversee all lighting needs for services and special events
4. Recruit, train, and mentor qualified volunteers to assist in W & A technical roles
5. Management of all W & A equipment
 - a. Maintain organization and security of all W & A equipment
 - b. Sees that all equipment is kept in working order, including basic repair and ordering new and replacement equipment

6. Assist the Worship & Arts staff with brainstorming and creative programming ideas
7. Primary Support for sanctuary activities
 - a. Responsible for providing audio/video/lighting engineers for sanctuary services on Saturday and Sunday services.
 - b. Principal technical person for overseeing lighting, video, and presentation graphics for the sanctuary
 - c. Principal technical support for all sanctuary musical rehearsals and pre-rehearsals, including set-up, as well as post-rehearsal tear-down
 - d. Work with attenders who may have issues regarding sound level, temperature, etc.
8. Weekly Duties
 - a. Attend Tuesday worship planning meetings to assist in coordinating service elements on a technical level.
 - b. Final responsibility for setting up for mid-week rehearsals in the sanctuary and attend when requested
 - c. Saturday and Sunday services
 - i. Ensure the stage is properly set up prior to Worship services, including stage furnishings, flowers, and decorations and coordinate with the responsible volunteer / employee leader to resolve problems
 - ii. Run Saturday rehearsals and worship services in the sanctuary
 - iii. Run Sunday worship services in the sanctuary

SECONDARY RESPONSIBILITIES:

1. Develop and maintain a positive relationship with the W & A Staff and all other church employees.
2. Keep your Ministry Leader informed of challenges in your area of responsibility and include suggested solutions for any identified problems.
3. Follow recommended management procedures described in the Human Resource Policy and Procedure Handbook.
4. Perform all duties to meet time and program requirements.