



Technical Arts Director

Job Description

May 16, 2022

Warsaw Community Church Mission Statement: Growing in our relationship with Christ and sharing the hope of the Gospel.

Job Summary

The position of Technical Arts Director oversees the technical aspects required for ministry programming in all environments using technical AV equipment. This will include lighting, AV equipment, stage configuration and other systems that are needed for events that are planned at WCC. This will require recruiting, developing, training, leading and equipping volunteers to accomplish assigned volunteer roles/responsibilities.

Supervisor: Pastor of Worship Arts

Qualifications and Required Skills:

1. A heart for the local church and a growing relationship with Jesus Christ.
2. Demonstrates understanding and full support of the Mission and beliefs of WCC and can teach those to others, such as volunteers.
3. Coachable and flexible with high character and integrity.
4. Engages staff, volunteers and people positively, with a demeanor of optimism and abundance.
5. Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
6. Action-oriented and displays focus, passion and initiative. Takes appropriate action when something needs to be done.
7. Strong, collaborative teambuilding, conflict resolution, interpersonal and communication skills with ability to build and lead diverse teams.
8. Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and within the ministry.
9. Experience with live audio, camera work, streaming, lighting, media software, computer and sound systems.
10. Familiar with Vertical Worship, preferred.
11. Minimum of 5+ years of experience in similar roles at a Church or related field.
12. College Degree – B.S/B.A.

Job Classification

Full Time/Exempt. This position will require 40+ hours per week to perform. Workdays are generally Sunday through Thursday, with some evening responsibilities.



Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are outlined by general guidelines. Other duties may be assigned as deemed necessary by the Supervisor.

Communications

- a. Manage and lead any enhancements of A/V System (including, but not limited to, sound projection, lighting, audio, etc.) during worship and other activities as assigned (rehearsals, Night of Worship, Memorials, etc.).
- b. Implement and provide technical support for other equipment in the building for ministries.
- c. Work with ministry teams to maintain rooms in our facilities that have AV equipment, ensure equipment is working and updated, training of staff on the equipment and ensuring instructions are in each room where AV equipment is located/installed.
- d. Recruitment, training and coordination/scheduling of Tech Arts volunteers.
- e. Instruct church staff and volunteers in copyright law and best practices to avoid copyright violations in church media usage.
- f. Adhere to all laws relating to copyright.
- g. Assist with updating/replacing Stage design sets periodically.
- h. Create and maintain tech booth procedures and recommend revision or modifications when necessary.
- i. Attend weekly Worship Planning and rehearsal meetings.
- j. Demonstrate leadership development and multiplication through regular personal, spiritual, care, and professional investments in volunteers.
- k. Effectively plan and work within an annual budget that honors the financial stewardship goals of WCC.
- l. Willingness to pursue additional training as needed and/or assigned by Supervisor.
- m. Stay current on technical art trends, methodologies, technologies, and best practices.

Physical Requirements

- a. Able to move freely in and out of tech booth.
- b. Able to lift speakers, stands, lights and other equipment as needed. Up to 50 lbs.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of duties, responsibilities, and skills required of Staff. WCC Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.