

Position Title: Technical Coordinator

Position Summary:

The Technical Coordinator is a ministry of helps and support and is responsible for overseeing all audio, video, lighting, broadcast, and technical production elements relating to worship, music, teaching, and the arts at Village Seven Presbyterian in order to ensure clarity and excellence in presentation at worship services and other events.

Department: Worship, Music & the Arts **Reports to:** Worship Director

Pay Type: Hourly Salaried

Time Required: 40+ hours

Eligible for Overtime: Yes No

If no, check type of exemption: Professional Executive Administrative Ministerial

Supervisory Position: Yes No

If yes, check type: Employees #1-2 Contract Wkrs #1-2 Volunteers #2-10

Supervisory responsibilities include assigning, scheduling, monitoring, and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

Job Titles Supervised (if applicable): Sound Technician, Video Technician

Works closely with: Worship Director; Worship and Music Staff; Facilities Manager; Audio-Visual volunteers.

Qualifications:

Faith

- The individual must base their faith on the Bible, professing beliefs consistent with Reformed theology expressed through the views and government of the Presbyterian Church of America (PCA).
- Must be actively pursuing God through spiritual disciplines (prayer, time in Scripture, fellowship with other believers, etc.).
- Must express a readiness to commit to the pursuit of the vision and mission of Village Seven Presbyterian Church.

Professional experience and qualifications

- Minimum of three (3) years directing or overseeing audio and video elements in a large church setting and at a high level.
- Minimum of five (5) years hands-on experience engineering live and recorded audio.

- Preferred experience engineering live and recorded video.
- Experience online live streaming high-end productions involving audio and video.
- Ability to lead a technical team of staff and volunteers as well as fulfilling necessary technical tasks in the case that sufficient personnel is not available.
- Ability to effectively mic and mix for a wide variety of musical styles and ensembles (praise band, choir, organ, orchestra, folk band, and mixed ensembles) representing Village Seven's vision of incorporating congregants in worship leadership roles.
- Sufficient training and experience to operate, maintain, and troubleshoot a variety of church technology systems including those currently integrated at Village Seven such as live audio (Midas mixing board), audio editing (ProTools or other high end DAW), live video (Blackmagic video switcher), video editing (Final Cut Pro or Adobe Premiere Pro), wireless transmitters and receivers, various types of microphones, live streaming, projection (ProPresenter 7), and lighting.
- Excellent people skills with strong ability to recruit, train, and shepherd staff and volunteers in a joyful and productive environment.
- Ability to function well within a team, coworking and communicating in an uplifting and godly manner.

Duties and Responsibilities:

Worship services

- Responsible for overseeing production of live and live streamed Sunday worship services and special worship services (Good Friday, Thanksgiving Eve, and Christmas Eve) as well as the oversight of all requisite audio, video, lighting, broadcast, and other technical production elements.

Team Development

- Recruit, train, and supervise the work of a team of volunteer congregants to ensure a quality level of production (audio technicians, lighting technicians, videographers, ProPresenter managers, video switcher, and stage managers). Responsible for contracting necessary work that cannot be filled by volunteer congregants.
- Work together with the Administrative Assistant for Worship, Music, and Arts to schedule volunteer and staff positions for weekly services, rehearsals, and special events.

Rehearsals

- Responsible for overseeing audio, video, and technical elements necessary to ensure effective rehearsals for worship services, special services, music ministry events, music or theatre productions, conferences, etc.

Conferences, Concerts, and Special Programs

- Responsible for overseeing audio, video, lighting, broadcast, and other technical elements for church conferences, concerts, theatre, and other special programs (Christmas Concert,

Hymns and Harmonies, Worship Training events, and other Worship, Music and the Arts events).

Weddings and Funerals

- Responsible for overseeing audio, video, and technical elements at wedding and funeral services taking place on the Village Seven campus.

Stage Set-Up

- Responsible for a timely and thorough set up of all technical equipment necessary for rehearsals and services.

Quality control

- Responsible for maintenance of all church audio, video, broadcast, lighting, and other technical production equipment; this includes troubleshooting, repairing, and replacing as necessary. Makes recommendations regarding budgeting for and purchase of new equipment while staying sensitive to the church’s technical budget.

Physical, Mental, and Emotional Requirements of this Position Include:

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS		X	
NOISE			X
CLIMBING (Stairs/Ladders)			X
DRIVING		X	
CRAWLING OR KNEELING		X	

<i>Sensory Capabilities</i>	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
TRAVEL:			

BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE		X	
WORK WITH OTHERS			X
CHEMICALS/ SOLVENTS	X		
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	over 50 lbs	20-50 lbs	under 20 lbs
REACHING FORWARD	over 20 lbs	10 – 20 lbs	under 10 lbs
PUSHING/PUSHING	over 20 lbs	10 – 20 lbs	under 10 lbs
CARRYING	over 50 lbs	20 – 50 lbs	under 20 lbs
<i>Mental Demands</i>			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS		X	
INTERPRETING OR ANALYZING DATA			X
MAKING QUICK DECISIONS			X

Local		X	
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.			X
<i>OPERATING MACHINERY:</i>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
<i>EMOTIONAL DEMANDS</i>			
CALM IN STRESSFUL SITUATIONS			X
SUPPORTIVE TO THOSE IN CRISIS			X
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

Evaluation: This position is evaluated annually by the Worship Director. A written report is prepared of this evaluation and signed by the Technical Coordinator and the Worship Director. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

Employee's Affirmation:

I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of Village Seven Presbyterian Church, that I fully support that ministry, and that I will behave in a way that is consistent with the policies and guidelines of the church.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

Initial Application Submission Must Include:

- Cover Letter
- Resume
- Application
- 3 References (Name, Email, Phone Number, and Relationship)
- Brief Statement of Faith

Send application to: bhailes@v7pc.org

This document was last reviewed on June 10, 2020.