



Biblical Christ-Centered Reformed

## JOB DESCRIPTION

<b>Job Title: Director of Technology</b>	<b>Job Code: Part-Time 60 Full-Time 70</b>
<b>Fair Labor Standards Act (FLSA) Category: Non-Exempt</b>	<b>Revision Date: 4-14-21</b>

This position is part-time, but, given the right candidate, it can be combined with the Director of Music & Worship position to become full-time.

### Position Overview

The Director of Technology oversees all of the sound, projection and streaming technology involved in Sunday worship service as well as maintaining all of the other technology needs of the church including computers, software, internet, website and the church sign.

### Reporting Relationship(s):

The Director of Technology would report to the Senior Pastor

### Technology In Worship

- Set the spiritual tone for the Tech Ministry understanding that this ministry may facilitate or hinder the worship of Christ's church.
- Oversee all of HPC's worship technology to make sure it is running smoothly, including the sound, projection and streaming aspects of the worship service.
- Ensure quality control of all technical aspects of our services: prior to the service make sure all preliminary items have been checked; i.e. batteries, systems on, mic checks, etc.
- Attend weekly rehearsals
- Maintain all technology and keep it in operating condition
- Recruit, train, equip, schedule, and lead sound and video tech volunteers
- Keep up to date on the latest technologies
- Keep the worship space (stage, sound booth, closets) clean and neat for all services.

### Other Church Technology:

- Weekly video management: rendering & uploading sermon videos and managing videos from other ministries
- Assist in updating and troubleshooting all technology needs, i.e. computers, software, etc.
- Help train other staff in managing their area for website management
- Update and keep church sign current
- Manage Planning Center church management system software as overall administrator, assisting and helping others, creating forms, etc.

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- Ensure that the church web-site is maintained and current (may be delegated to a volunteer)
- Manage Social Media Communication: Facebook, Instagram, etc.
- Create, edit, publish and share consistent, relevant content for online communication

### **Requirements**

- A professing Christian who evidences spiritual growth and maturity
- A heart to serve God's people rather than to display personal talent, including a positive, humble, cooperative, and willing attitude
- Must possess a teachable spirit and collaborate well in a team environment
- Formal training in production or related discipline and/or hands-on experience with technology in a modern worship production environment
- Expertise in sound technology, including audio and monitor mixing
- Expertise in multiple camera operation
- Detailed knowledge of live and streaming video environments, including video switcher with multiple cameras (IMAG)
- Ability to embrace and pursue artistic and spiritual excellence in services
- Very strong organizational abilities and excellent attention to details
- Pastoral sensitivity and experience in leading volunteer teams
- Willingness to go through HPC 101 and become a member of Hixson Presbyterian Church

### **Other Skills/Abilities**

- While expertise in audio and video issues is a must for this position, the emphasis is on empowering others to develop their skills, not doing everything yourself. The Technical Director should seek to use volunteers to staff the needed positions and then be prepared to fill in, train, and troubleshoot as necessary.

**Contact Person:** Rev. Robert Johnson  
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Check us out at [www.hixsonpres.org](http://www.hixsonpres.org)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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