

Job Description

Technical Arts Director

Reports to: Senior Pastor **Effective:** 8/4/20
Directly Supervises: Technical Arts Assistant
Status: Part Time (10 hours/week)
FLSA: Non-exempt

Job Summary

The Tech Arts Director oversees the technical audio and visual systems associated with worship and other required church events, records and streams worship services and other required church events, and provides tech support for the video system throughout the church building. The Technical Arts Director supervises the paid Technical Arts Assistant and any Technical Arts volunteers. The Technical Arts Director reports directly to the Senior Pastor and serves as a member of Worship Team.

Essential Functions:

- Direct management and enhancement of A/V system (sound, projection, lighting) during worship, weddings, memorials, rehearsals and other church events
- Record and live stream worship services and other church events
- Recruitment, training, and coordination of Tech Arts Assistant and volunteers in tech booth
- Provide the slides used during worship for order of service in collaboration with the Communications Director
- Implement and provide technical support for the other video feeds in the church building
- Adhere to all SPUMC and Conference policies regarding technology usage
- Adhere to all laws relating to copyright
- Instruct church staff and volunteers in copyright law and best practices to avoid copyright violations in church media usage
- Create and maintain tech booth procedures and recommend revision or modification when necessary
- Work with Trustees to advise maintenance and improvement of A/V equipment
- Manage worship planning software
- Attend weekly Worship Planning Team meeting
- Provide input to Senior Pastor on annual budget

Minimum Qualifications:

- High School Diploma
- Experience with live audio (preferred)
- Experience with live camera work and live streaming (preferred)
- Experience with media software (preferred)
- Minimum of two years previous relevant technical experience (preferred)
- Competence with A/V systems, computer systems, and livestreaming
- Excellent organization skills
- Willingness to pursue additional training as needed
- Able to understand and carry out oral and written instructions
- Must be certified in Safe Gatherings policy (church will provide training)

Physical Requirements:

- Able to move freely in and out of tech booth
- Able to lift speakers, stands, lights, and other equipment as needed

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of St. Paul's UMC. Can teach those values to others.
- **Spiritual maturity:** has a personal growth plan based on the five dimensions of discipleship practices by St. Paul's UMC. Models and develops humility, teach ability, accountability and servant leadership on all coaching relationships.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Team Building Skills:** Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction and goals for the team.
- **Management Skills:** Marshals resources (people, funding, material, support) to get things done.
- **Leadership Development:** Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings.

Statement of Equal Opportunity and Nondiscrimination:

St. Paul's UMC is committed to equal opportunity and nondiscrimination in all employment, programs, and services, and does not discriminate on the basis of race/ethnicity, color, religion, sex, marital status, national origin, ancestry, age, sexual orientation, disability or veteran status.