

Oak Hill United Methodist Church

Technical Director

Job Description

Reports to:	Director of Music Ministries
Directly Supervises:	Tech Team Volunteers
Status:	Part time (15-20 hours/ week)
Salary Range:	\$20-25/hour based on experience

Job Summary

The Technical Director leads Oak Hill UMC in its online, audio, and video ministries. This ministry will enable the church to worship with excellence both online, and in person. This person will be the head sound engineer & A/V tech for all Sunday morning worship services (online & in person) as well as special services that arise such as funerals, weddings, or events given by outside user groups.

Essential Functions:

- Oversee the AV team so ensure that sounds, visual, and online streaming are done with excellence
- Ensure that worship slides are prepared for each worship experience
- Maintain the AV system, overseeing maintenance and upgrades
- Operate and install livestreaming and recording services to be installed on the church website
- Educate staff and volunteers on the proper usage of the sound system
- Grow, organize, disciple, and schedule a team of adult and youth volunteers
- Post the video of the sign language translation to the church's website each week
- Ensure that band equipment, orchestral instruments, and microphones are set up and taken down as needed
- Develop a plan for the A/V equipment for the entire campus, including but not limited to the sanctuary, adult education rooms, children's building great room, and the fellowship hall
- Actively plan to replace aging equipment as needed and maintain plan for A/V technology for the future
- Keep abreast of current technologies and use the resources available to meet the church's changing needs within the budget each year

Other Responsibilities:

- Work collaboratively with staff and volunteers to support ministry at Oak Hill
- Develop and monitor budget for AV needs in conjunction with the Director of Music Ministries
- Ensure that the AV system and teams are fully supported for in person and online worship experiences
- Ensure issues with overlapping responsibility with other departments are fully resolved
- Participate in periodic meetings with supervisor
- Other duties as directed by supervisor

Minimum Qualifications:

- Mature Christian faith
- Possess a working knowledge of Windows 10
- Possess a working knowledge of video software (ATEM) and camera
- Ability to operate and maintain ProPresenter, video software, ATEM, and livestreaming and recording software
- Experience running sound equipment for a variety of styles of music, orchestral, choral, contemporary, musical theatre, etc.
- Experience running video equipment
- Ability to troubleshoot sound and A/V equipment issues
- Good organization and communication skills

Preferred Qualifications:

- Tech degree and/or significant experience running A/V systems
- Knowledge and ability to upgrade current sound and video systems when appropriate

Physical Requirements:

- Ability to bend and lift objects up to 30lbs
- Ability to carry equipment over short distances or load a moving cart to do so

Core Competencies: how do you go about doing your job

- **Team Player:** Works with other staff to further the ministry of Oak Hill. Encourages others, supports their work, finds creative opportunities to work together, and resolves conflict in a constructive manner.
- **Team Building and Leadership:** Sees tech ministry as a ministry that effects the entire congregation. Is a good judge of gifts necessary for adults and youth to participate in tech ministry. Develops and trains a team of adults and youths.
- **Ministry Ownership:** Demonstrates understanding and full support of tech ministries at Oak Hill. Assumes responsibility for all aspects of tech equipment and ministry.
- **Interpersonal:** Demonstrates the ability to work with and lead others. Actively listens to others, accepts criticism, and addresses in a positive manner. Encourages others and holds them accountable. Ability to maintain positive working relationships with people of all ages. Ability to work with church staff and volunteers (including teens and adults) easily. Flexibility to adjust on the fly during services.
- **Initiative:** See opportunities to strengthen use audio visual and other technology within the ministry of Oak Hill. Obtains appropriate guidance and implements changes.
- **Spiritual Maturity:** Demonstrates a commitment to grow in an ever-deepening relationship with God through worship, community, intentional spiritual growth and committed service.

Apply: Send your resume with at least three job references and their contacts to; musicdirector@oakhillumc.org