



Job Description

Position: Tech Arts Director

Primary Reporting Relationship: Worship Pastor

Classification: Full-Time, Salaried Exempt

Secondary Reporting Relationships: None

Ministry Area: Worship and Tech Arts

Interfaces: Church, school, and preschool staff members, volunteers, and other stakeholders as identified and appropriate.

Mission: To saturate the 4-B Area with the gospel by restoring people, families, and churches.

Job Purpose: The Technical Arts Director is a member of the Worship Ministry staff and reports to the Worship Pastor. The primary purpose of the Tech Arts Director is to oversee the technical execution of worship services, productions and special events held at Bay Area Church. The Tech Arts Director will lead Technical Arts teams (staff and volunteer), ensuring team health, ability and effectiveness. The Tech Arts Director will embrace and embody the mission of Bay Area Church as stated above and work to ensure the Tech Arts department is in alignment with the mission of the church.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

- Leadership of the Tech Arts department partnership with the Worship ministry staff and volunteers to develop and execute worship services by overseeing the technical teams, systems, and processes required to execute worship services and productions in a multi-site church.
- Administration of ongoing development (recruiting, coaching, and equipping) of the Tech Arts team that includes both staff and volunteers.
- Management of systems for project scheduling and positioning.
- Management of creative projects such as stage set design, content creations resources (video, graphics, mixing of multi-track audio, etc.)
- Management of media files.
- Implementation and management of maintenance for the technical infrastructure of all audio/visual systems throughout various venues of the campus.
- Collaboration with Worship Ministry regarding fiscally sound recommendations for and management of the Tech Arts budget.
- Other duties as assigned by the Worship Pastor.

Required Skills and Abilities:

- Experience in designing, installing, troubleshooting and repair of technical systems, to include audio, video, lights, presentation and projection.

- Knowledge and competency, with the ability to equip others, in the following technologies:
 - Live Sound - Digital Audio Consoles
 - Live Video - iMag, Multi-Camera, Switching
 - Lighting Design, Maintenance, and Control
 - Media Presentation and Projection
- 2-3 years of comprehensive experience in a church with attendance of over 800.
- Must be able to work effectively across multiple departments and demonstrate active cooperation on a campus that shares facilities with a Christian School of 800+ students, to include a cooperative spirit with supervisors, department team members, co-workers, volunteers, and contractors.
- Must be able to demonstrate reliability, creativity, self-motivation, and strong time management skills.
- Must be able to multi-task a broad range of projects and meet deadlines in a timely manner.
- Must possess the ability to maintain discretion, sensitivity, and confidentiality.
- Must possess strong written and verbal communication skills, as well as multi-generational interpersonal skills.
- Degree in related field is preferred, but not required.

Physical Activity and Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull lift, finger objects, grasp objects, feel objects, talk, and hear. This position requires heavy work, which includes exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly. This position requires the employee to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. This position requires the employee to both be subject to both outside and inside environmental conditions, as well as being subject to noise, vibration, hazards and atmospheric conditions. This position requires the employee to function in narrow aisles or passageways.

I have received, reviewed and fully understand the job description for the position of **Tech Arts Director**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name (Print) _____

Date _____

Employee Signature _____