



JOB DESCRIPTION

X Full Time Exempt
 Part Time X Non-Exempt

Date Prepared: 10/25/2022

Date Hired:

Employee:

Job Title: Technical Assistant

Department: Creative Arts

Direct Report: Jason Weber

I. Objective:

You get to use your creative and administrative gifting to create a life-giving atmosphere for technical ministry at theChapel! You're creating "moments" to make a difference in the lives of people, and advance the Kingdom of God.

II. Experience and Skills Required

- ProPresenter experience, and a keen eye for relevant and engaging visual content.
- Excellent written communication skills.
- Proficient in working with production technology including audio, lighting and video.
- A quick, intuitive learner with the ability to research and self-educate.
- A creative and innovative eye for problem solving in support of worship, video and the broader Chapel vision.
- Experience in the areas of stagecraft and rigging.
- Nurtures a network of like-minded professionals in the field of production technology for the purpose of growth and development.
- Efficient time manager & ability to work under tight timelines.
- Must possess the ability to lead and care for a team.
- Able to perform extensive hours of physically demanding labor with enthusiasm and excellence.

III. Key Functions and Responsibilities:

- Provide hands-on support with technical needs following the church calendar.
- Build a team that programs ProPresenter presentations for each ministry area.
- Maintain all BOH production areas and equipment ensuring that all systems are clean and in good repair at all times.
- Handle all administrative responsibilities for the tech team.
- Operate misc. video, audio and lighting equipment as assigned for various events both at theChapel and off property as needed.
- Setup and maintain all digital signage campus-wide.
- Maintain all inventory / supply (batteries, tape, etc.)
- Preset and wire any stage (other than the Worship Center) in advance of each event.
- Contribute to the weekly workload of the technical team.

IV. Support of Other Ministries:

- Participate in the training and development of technical volunteers for ministry, and prepare them to serve with excellence.
- Provide consultation for technical solutions to meet the needs of various ministries.

V. Leadership Responsibilities:

- Be present and engaged in rehearsals and meetings as needed.
- Be a steward of resources by controlling spending, creatively solving problems with things we have and keeping things maintained.
- Participate in the care structure of your team.

VI. Personal Attributes:

- Must be a creative problem-solver.
- Willing to jump in and serve as needed.
- Flexible, available and teachable.
- Work ethic to get the job done.
- Interact with a high-level of hospitality, and a service-oriented attitude.

VII. Success Metrics:

- The ministry calendar is well supported by technical solutions.
- ProPresenter presentations are effective and consistently feel fresh.
- The visual atmosphere of the wknd service is conducive to undistracted, passionate worship.