



## JOB DESCRIPTION

Full Time       Exempt  
 Part Time       Non-Exempt

**Date Prepared:**

**Date Hired:**

**Employee:**

**Job Title:** Technology Manager

**Department:** Creative Arts

**Direct Report:** Brandon Tracy

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### I. Objective:

You get to apply technology to support ministry in all areas. You will oversee all the systems related to production technology, IT and building automation, and use these tools to create a stable, innovative technical landscape.

### II. Experience and Skills Required

- Broad expertise in the area of live sound reinforcement: System integration, signal flow and creative mixing.
- Broad expertise in the area of theatrical lighting: Plot design and fixture deployment
- Broad expertise in the area of live video playback technologies: LED walls, projectors / screens, etc.
- Broad expertise in the areas of stagecraft and rigging.
- Broad expertise in network data communications and information technology.
- Maintains an avid awareness of emerging technologies, and quickly acclimates to new techniques and equipment.
- Nurtures a network of like-minded professionals in the broad field of church technology for the purpose of growth and development.
- High level of time management & ability to work under pressure.
- Must possess the ability to attract and retain talent; to build, lead and care for a team.

### III. Key Functions and Responsibilities:

- Design, install and deploy new technology solutions as needed.
- Perform preventive maintenance on all equipment on a regular basis to ensure consistent performance, attractive aesthetic and rare malfunctions.
- Optimize theatrical lighting design and integration.
- Optimize the technical aspects of video presentation including online broadcast video and audio, digital graphics, recording and displays.
- Maintain storage and steward deployment of all technical equipment including audio, lighting, video, servers, switches, individual devices, etc.
- Maintain building automation equipment (locks, thermostats, alarm system, etc.)
- Maintain and develop 2-way radio systems, ClearCom and other communication-related technologies.
- Update obsolete technical solutions.

- FOH audio engineer for the wknd service as scheduled.

**IV. Support of Other Ministries:**

- Participate in the training and development of technical volunteers, 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.
- Participate in the care structure of your team.

**VI. Personal Attributes:**

- Love for God.
- Love for people.
- Pursues excellence that honors God and inspires people.
- Enjoyable to be with, and devoted to the call of God and the Church.
- Displays a high-level of hospitality, and a service-oriented attitude.
- Actively participates in the life of the church including community involvement.
- Supports the church through regular tithe and offerings.
- Work ethic to get the job done on time.

**VII. Success Metrics:**

- We consistently make quality technical decisions, and execute them in a way that produces excellence.
- Technical projects are completed on-time, in an excellent way and within the prescribed budget.
- The atmosphere of the Chapel ministry is conducive to confident, undistracted, passionate worship.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Report's Signature: \_\_\_\_\_ Date: \_\_\_\_\_