



Job Description for Technical Director

Department: Weekend Services / Production

Reports to: Experience Director

Classification: Full-Time (40-50 hours per week)

Exemption Status: Exempt / Salary

JOB SUMMARY

Responsible for the overall coordination and management of audio, visual, and lighting needs through the production staff and volunteers of Victory Family Church. Responsible for creating and enhancing production elements that deliver technically cohesive, distraction free worship services and large group experiences, in all Victory venues, as well as off-site events.

ESSENTIAL FUNCTIONS

Weekend Services

- Acts as 'Technical Producer' for weekend experiences. Ensures the vision of the experience is effectively achieved and executed by the Production staff and teams within the expectations set
 - ❖ Involved in Service Planning Meetings
 - ❖ Leads Production Meetings with appropriate staff
 - ❖ Meets with the Weekend Service Producer as appropriate
 - ❖ Verifies correct technical info is included in Planning Center service orders
 - ❖ Ensures technical details are cascaded to appropriate individuals
- Provides oversight for volunteer Production Teams including: Lighting, Audio, Visual Ops, and Stage Design Teams
 - ❖ Casts vision and ministers to team leaders
 - ❖ Oversees training and development for team leaders
- Collaborates with the Service and Creative Teams to coordinate and implement lighting, video, design, and set design to achieve the vision for services, sermon series, and special events

Management

- Provides directional oversight for the Production Department at Victory Family Church which includes: annual operating budget, expenditures, and production staffing and hiring processes. Ensures the vision of the church is achieved in all areas of the department
- Provides oversight to Production Staff as a whole and manages assigned direct reports
 - ❖ Meets with Lighting Director and Audio Engineer to prioritize and manage workload
- Provides oversight and direction for any event or outside event that requires Production Services
 - ❖ Communicates direction to all Technical Teams proficiently to achieve the vision of the event

- Oversees management of all production systems throughout the church (Main, Next Gen, and lobby areas)
 - ❖ Works with staff to provide consultation and technical expertise for ongoing ministry needs and events
 - ❖ Oversees the maintenance of equipment to ensure excellent working condition
- Provides consultation as needed, in new development projects, including those in Next Gen areas

Miscellaneous

- Serves at a middle management level, which demonstrates a high degree of loyalty to the Business Administrator.
- Maintains a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
- Complies with expectations in the Employee Handbook.
- Fulfills the performance standards of the position and comply with policies, rules, and procedures of the church, including those communicated verbally or in writing.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Job Knowledge & Skills

Budget Management: Able to estimate expected income and expenses and develop a plan of operations based upon the estimate. Analyzes, organizes, and oversees costs and expenditures. Continually ensures minimal expenses. Identifies methods to decrease expenditures and/or increase income. Analyzes monthly variances. Makes careful decision regarding expenditures based upon budget. Keeps within budget.

Change-Oriented: Easily able to handle policies, procedures, and situations that become different, altered, modified, or completely changed. Flexible and adaptable. Willing, able, and disposed to fluctuate, vary, shift, or alter as necessary with a positive attitude. Adjusts to new conditions easily. Is able to conform and fit in. Is not unswerving and uncompromising. Is not resistant to sudden change or fluctuation. Does not have to have things stable, fixed, and permanent.

Delegator: Able to choose correct person to empower and entrust with one or more of his or her responsibilities. Able to make requests, give instructions, and direct with authority, while receiving respect. Able to work through others by utilizing Dream Team members as much as possible.

Communication

Positive Attitude: Cheerful. Pleasant in behavior and manners. Has a sunny disposition and a good sense of humor. Smiles. Sees the bright side of things. Raises your spirits. Has an enthusiastic, lively, absorbing, keen interest in activities. Is eager to perform duties and optimistic about their outcome. Is not irritable, bad-tempered, overly critical, discontent, argumentative, complaining, or pessimistic.

Team Player: Is an active participant, fully engaged in the work of the team and across the organization as needed. Takes initiative to help make things happen and make the team successful with a can-do attitude. Openly and willingly shares information, knowledge, and experience to keep others in the loop, get the job done, and prevent surprises. Cooperates with others to solve problems. Willing to deal with all kinds of problems in a solutions-oriented manner. Consistently treats others with courtesy and respect.

Verbal Communication: Interchanges thoughts, information, and feelings in pleasant, courteous, respectful, and well-mannered way. Speaks up and expresses ideas clearly, honestly, and with respect for others.

Written Communication: Effectively interchanges thoughts, ideas, information, and opinions in writing. Utilizes proper vocabulary, grammar, and semantics.

Work Ethic

Dependable: Worthy of trust. Supervisors can consistently rely and count on him or her to get work done, do fair share, meet commitments, follow through on assignments, and deliver good performance all of the time.

Learner: Able to acquire knowledge of and skill in tasks and job duties by study, instruction, or experience. Able to become informed of and to memorize relevant information. Able to be taught.

Problem-Solver: Obtains facts regarding problems, complications, dilemmas, and disputes. Clarifies and interprets information gathered. Determines, figures out, and gets to the bottom of the root causes. Sees problems as an opportunity to do something better. Deals with problems in solutions-oriented manner. Forms action plans, clears up, deals with, and effectively resolves the issues. Collaborates with others as needed. Brings difficulties to closure, conclusion, and resolution.

Self-Motivated: Has an inner urge that prompts him or her to action with a sense of purpose. Can rouse self to action and effort. Busy doing profitable tasks. Exhibits readiness. Eager. On his or her toes. Forces self to work when necessary. Strives vigorously towards objectives. Does not have to be prompted by others in order to accomplish objectives.

Commitment to Excellence: Strives to complete one's work in the best possible manner with the resources provided. Excellence is defined as being perceived and observed as performing in the highest quality manner possible in all areas of ministry. Having an unwavering commitment to doing things with the spirit of excellence.

Decision-Making Skills: Evaluates efforts of tasks, duties, projects, people and/or resources. Determines causes of events, passes judgment, and forms opinions. Decides and settles authoritatively any changes that need to be made. Makes up his or her mind about how to solve a problem. Does not allow self to be changed, altered, modified, or varied without good reason. Cautious. Uses good judgment to carefully make decisions. Makes sound judgments. Thinks clearly and logically. Sensible. Does not act too hastily or without due consideration. Is not impetuous or reckless, making rash decisions heedless of consequences.

Integrity: Honorable in principles, intentions, and actions. Has a good reputation. Deserves unquestioning belief in his or her honesty and ability. Is unreserved in expressing himself or herself. Habitually tells the true and actual state of matters. Free from pretense and falseness. Candid. Direct. Frank. Straightforward. Credible. Scrupulous. Trustworthy. Not deceptive.

Loyal: Has a passionate focus on fulfilling the God-given vision of the Senior Pastor. Able to submit one's own decisions, thoughts, and ideas to those of the Senior Pastor above his or her own. Will do whatever is necessary to advance the vision of the Senior Pastor. Remains faithful to the organization, supervisor, and coworkers. Is devoted, reliable, dutiful, trustworthy, tried-and-true, unfailing, constant, steadfast, and stable. Coworkers and supervisor can depend confidently on him or her. Is highly likely to stay with the organization.

JOB REQUIREMENTS AND BENEFITS

Physical Effort

Constant (90-100% of the time): Employee is regularly required to sit, talk, hear, stand, and walk. The employee is frequently required to feel and reach with hands and arms. The vision requirements include: close vision and ability to adjust and focus.

Occasional (30-60% of the time): Moving lights, sound, video equipment, staging and set pieces. Being able to climb to the catwalk and operate lifts.

Rare (0-30% of the time): driving car/truck

Education & Experience Required

- PC operation at an intermediate level, including word processing and spreadsheet ability. Standard software programs utilized: Word, Excel, e-mail, Internet.
- Knowledge and experience on digital audio consoles, Audinate Dante protocol and BSS DSP.
- Knowledge and experience on lighting control systems and consoles and fixtures (conventional, moving and LED).
- Ability to program creative lighting with understanding of lighting for video.
- Knowledge and experience on visual presentation including ProPresenter systems and PowerPoint. Experience on media server systems is a plus.
- Strong knowledge with Mac OS systems
- Knowledge of basic midi routing and SMPTE
- Experience with video Switchers, routing, cameras, and video standards
- Ability to operate and maintain LED wall systems
- Master Electrician” and strong knowledge in rigging
- Management experience preferred

Benefits to Full-Time Employee

- Positive Working Environment
- Health care, Dental, Life Insurance, Vision & Disability Insurance (for individual only)
- Paid time off
- Church bookstore discount
- Café discounts
- Free Monday Night Bible School tuition

Ministry Requirements

- Must be a member of Victory Family Church.
- Must have a heart and passion for the vision of Pastor John and Michelle.
- Must be a tither to Victory Family Church according to Malachi 3:10.
- Must live a Spirit-filled life.
- Must lead or serve with humility, care, and connection.
- Must have a consistent and ongoing devotional life evidenced by tangible fruit as a product of your relationship with God.
- Must lead a moral lifestyle consistent with biblical principles.

Time Requirements

- 40 – 50 hours / week
- Basic schedule:
 - Monday off
 - Tuesday 8:30 a.m. – 4:30 p.m.
 - Wednesday 8:30 a.m. – 4:30 p.m.
 - Thursday 8:30 a.m – 9:30 p.m.
 - Friday 8:00 a.m. – 12:00 p.m.
 - Saturday 3:30 p.m. – 8:30 p.m.
 - Sunday 7:30 a.m. – 12:30 p.m.

Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.