

2017 Position Focus Sheet



Name:

Ministry Information

Position Title: Technical Director

Department: Technical Arts

Ministry Overseer: Worship Pastor

Relates Closely With: Lead Pastor, Worship Leader/Pastor, and Volunteer Teams (i.e. Worship and Tech)

Classification: Part-time

Time Required: ~15 hours per week

Position General Responsibilities

- The primary way people hear our message is by attending one of our weekend services. The effectiveness of these services and the teams that support them directly impacts people's ability to hear the message and consider its implications for their lives. The Tech Director (TD) is directly responsible for all aspects of technically producing SBF's services and adds value through the use of technology and building strategies and solutions that meet the vision and goals of SBF. The TD is always looking for ways to integrate technology and efficiency in order to maintain excellence, save time and achieve the organization's ministry objectives.

Requirements

- Aligned with the mission and vision of Southbridge Fellowship
- Strong leadership and the ability to effectively delegate tasks and responsibilities
- Able to identify, recruit, and train volunteers
- Detail oriented with strong people skills and an ability to effectively resolve conflict situations
- Able to mix sound is a plus but not required

Ongoing Responsibilities

- **Weekly Responsibilities**
 - Champion unity and enthusiasm for message, vision and mission
 - Connect with the Lead Pastor and Worship Leader/Pastor to ensure any special needs or requirements for the week are addressed (including but not limited to microphone needs, guest speaker instructions, special elements or needs for a particular service, communication between venues and other volunteers)
 - Establish and direct the strategic and tactical goals, policies and procedures for the tech ministry
 - Ensure a full team is scheduled
 - Able to troubleshoot technical issues during the week
 - Able to handle editing of videos and ensure sermons are uploaded weekly on Sundays
- **Sunday Responsibilities**
 - Arrive early and ensure other team members arrive on time
 - Ensure Tech Team is ready and support their workflow as needed
 - Help troubleshoot with Worship Leader/Pastor and Tech Team any tech issues as needed
 - Work with teams to ensure that the auditoriums are set-up in a timely manner for sound check
 - Provide speaker with any needed support (music stand, water, any special needs, object lesson materials, etc.)
 - Ensure good communication is taking place between volunteer teams

- Be the eyes and ears of Southbridge for the Worship Leader/Pastor and Speaker so they can focus on the worship and message that day
- Be sure all distractions are removed from the experience:
 - Is the stage “clean” and free from unsightly cables?
 - Is the lighting appropriate to the mood of the room/service (darker during worship than during teaching time)? Is the stage lighting the best it can be with no shadows on faces?
 - Are the slides accurate and grammatically correct? Are they up on the screen before they are actually sung? Are they accurate to what is being sung?
 - How is the audio and video quality? Does it clearly communicate a message in conjunction with the rest of the service? Can we read the words on the video from the seats in the auditorium?
 - Is the sound level appropriate and mixed correctly? Is it helping people worship or is it a distraction?