



DOOR CREEK CHURCH

Changing lives to change the world

Position Title: Technical Director

Reporting Relationship: Reports to Worship Arts Pastor, Oversee Assistant Tech Director, and any relevant interns/residents

Primary Responsibilities

Worship Services

- Oversee all technical production elements related to worship services and ministry programs (not necessarily fill a position) making sure positions assigned to each service are filled and executed with excellence in all venues and at all campuses. This includes: Audio Engineers (Front-of-house), Lighting, Producers, etc.
- Think through technical details to ensure smooth musical, technical and stage transitions, and work through appropriate channels to address issues. This may mean leading venue specific coordination meetings each week with appropriate venue leaders/staff.
- Review Planning Center Online (PCO) service plans, ensuring all production elements are noted and communicated clearly with necessary teams.
- Prepare and send a mid-week production update email to all pertinent volunteers and staff alerting them of that weekends service order, logistical components, and highlighting any anomalies to the norm for all venues and all campuses..
- Collaborate with the team and contribute ideas in Creative Arts and ministry event meetings.
- Provide insight, expertise and ideas related to AVL and stage design related to ministry events.
- Audio Visual System and Equipment Management
- Oversee designs, installations and maintenance requirements for AVL systems ministry-wide.
- Develop and implement systems and procedures related to AVL requests for all ministry events.
- Proactively ensure all system needs are fulfilled and operational for ministry events.
- Meet with ministries to advise and support production needs for events and programs.
- Create and maintain a systems upgrade/refresh plan, working closely with the Worship Arts Pastor.
- Maintain an up-to-date inventory list of all AVL equipment.
- Coordinate the organization and orderly storage of all equipment and production-related equipment.
- Volunteer and Staff Development:
 - Actively enlist, equip and encourage a team made up of technical/production staff and volunteers.
 - Build and develop a strong team of technical and production volunteers church-wide.
 - Develop proactive solutions to engage volunteers and potential staff to manage/execute all tasks necessary with limited resources.



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Necessary Skills

- A heart for the local church and a growing relationship with Jesus Christ.
- In-depth technical knowledge of AVL systems.
- Ability to produce great work results through relentless organization, uncompromising integrity, effective communication and proactive problem solving.
- Likes to take initiative on projects, locates gaps in processes and enjoys seeing a project through to the end.
- Desires to provide exceptional experiences to ministry leaders and volunteers.
- Ability to conform to shifting priorities, demands and timelines in a high-pressure environment.
- Team player who enjoys collaborating with and leading teams.
- True leader who influences others to next-level performance.
- Possesses great time management skills and ability to multi-task.
- Willing, and able, to delegate with oversight and inspection.
- Dependability in accomplishing projects on time.
- Positive, proactive, solution-oriented attitude.

Personal Qualifications

- Ability to work independently and as part of a team
- Demonstrates interpersonal, verbal, and written communication skills, including strong listening skills
- Thorough and detail-oriented in work, finishes work on deadlines well
- Task oriented

Physical Demands

- Lifting up to 50 lbs
- On foot for extended periods of time

Church staff should have a faithful commitment to Jesus Christ and demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.