



**Position Title:** Tech Coordinator - DeForest Campus  
**Reporting Relationship:** Worship Director - DeForest Campus  
**Exempt Status:** Part-time, Non-exempt - 10 hours per week

**Ministry Description:** The Tech Coordinator is responsible for overseeing tech relevant to services, rehearsals, and events at the DeForest Campus.

**Primary Responsibilities:**

- Load and manage ProPresenter for services
- Set stage and preset board for weekend services
- Run sound, oversee tech booth, and oversee tech needs for services and rehearsals
- Clear stage post-service for mid-week format
- Manage tech equipment
- Possible Additional Responsibilities:
  - Schedule tech volunteers
  - Train volunteers
  - Train ministry leaders how to run the equipment for their ministry
  - Schedule tech support for ministry events

**Professional Qualifications:**

- High School Diploma (minimum)
- Proven knowledge and experience working with digital sound boards, or 1+ years experience
- Proven knowledge and experience mixing live or recorded sound, or 1+ years experience
- Knowledge and experience working with ProPresenter (preferred but not required)
- Knowledge and experience working with Planning Center Online (preferred but not required)
- Knowledge and experience working with AV equipment
- Troubleshooting and problem solving skills
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

**Personal Qualifications:**

- Maintains personal, spiritual and professional development
- Possesses a vibrant growing personal committed relationship with Jesus Christ
- Supports the Mission and Vision of Door Creek Church

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. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.