



Technical Director

Department: Worship Arts

FLSA Status: Non- Exempt

FT/PT: Full Time

Overview: Under the supervision of Head of Worship Arts, the Technical Director will provide technical oversight to all aspects of worship and campus production elements. In conjunction with the Worship Arts Team, recruits, trains, schedules, supervises, and develops a team of Tech Arts volunteers.

Values

- We live the Bel Air Church mission, vision, and values.
- We focus our time, talents, and energy on advancing the strategic goals and priorities of Bel Air Church.
- We are highly collaborative, motivated, and team focused in a fast paced environment.
- We emphasize team, multiply our impact within the community, and are self-starters.
- We strive to work well in a learning, dynamic, and constantly changing environment.
- We seek to identify and work toward solving issues directly.

Measurables

- Service orientation
- Judgement and problem solving
- Attendance, reliability, productivity, and quality of work
- Ability to build effective teams and healthy working relationships
- Leadership and mentorship
- Interpersonal communication
- Stewardship of Bel Air Church vision and resources

Accountability and Relationships

- **Reports to:** Head of Worship Arts
- **Supervises:** Volunteer Tech Arts Team
- **Relates closely with:** Worship Arts Team, Kung Pow Productions, all staff and lay leaders utilizing Tech Arts resources, musicians (including guest worship leaders), others involved in special events
- **Key team and meeting participation:** Weekly service planning meetings, event production planning meetings, all-staff meetings, other meetings as requested.
- **Schedule:** A typical week will consist of 35 hours Sunday – Thursday, including all Sunday worship services. Evenings and/or weekends may be required as programming and events are scheduled. Regular overtime will be required.

- **Evaluation:** Performance evaluations will be conducted at least annually by the supervisor; as with all job descriptions, details may be adjusted as deemed necessary through the evaluation process
-

Essential Responsibilities and Duties

- Provides technical production oversight for all worship services, rehearsals, and special events at Bel Air Church, including all audio and video elements.
 - With the Worship Arts Team, recruits, trains, schedules, supervises, and develops a team of Tech Arts Volunteers, ensuring complete and competent coverage of production needs for worship services and during special events and programs.
 - Provides oversight and maintenance of all audio/video equipment on the BAC campus.
 - Coordinates with contracted tech production consultants (KungPow Productions) in the training of their team to work within BAC venues.
 - Provides tech production support and training to staff and ministry leaders who require audio/video resources.
 - Participates in all scheduled planning and creative meetings for worship services and special events.
 - Supervises the recording, capture, editing, and uploading of audio/video for worship services, classes, and special events.
-

Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, attribute, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** three years related experience in a comparable setting; related technical training preferred
- **Computer Skills:**
 - Demonstrates strong computer literacy, with emphasis on Microsoft Office applications, including Excel, Outlook, and Word
 - Ability to use these tools to accomplish responsibilities and duties
 - Ability to learn new computer skills/software as necessary to the position
 - Ability to operate standard office equipment, including copiers, fax machines, and similar
- **Certifications/Licenses/Registrations:** None required for this position.
- **Language Skills:** Ability to read, write, and comprehend complex instructions and correspondence in English. Ability to effectively communicate complex concepts in a clear and fluid manner in one-on-one and group situations.
- **Mathematical Skills:** Ability to understand and calculate numbers to the extent required by the position.
- **Reasoning Ability:** Ability to understand and carry out detailed instructions. Ability to creatively and efficiently handle problems involving complex variables in varying situations, using sound judgement.
- **Other Qualifications:**

- As a religious organization, all employees must affirm Bel Air Church's Statement of Faith, based upon their sincerely held religious beliefs, and demonstrated by a growing relationship with Jesus Christ. This is an essential commitment to contribute toward BAC's mission, goals, and purpose.
- Integrity, honesty, reliability, discretion, full understanding of necessity for confidentiality in this role
- Ability to handle sensitive information and situations professionally
- Strong attention to detail
- Strong problem solving skills with ability to recognize and address issues
- Excellent interpersonal skills
- Ability to foster productive working relationships at all levels of the organization
- Ability to follow through on all daily open items
- Ability to multi-task and work under the pressure of changing priorities
- Excellent written and verbal communication skills
- Spirit of flexibility and willingness to accept and lead through change

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, stand, walk, talk, or hear. The employee is frequently required to use hands to handle, or feel. The employee is occasionally required to stand and walk, bend, climb, and lift and carry up to 50 lbs. This employee will routinely be required to use standard office equipment, such as computers, telephones, photocopiers, fax machines, scanners, and filing cabinets.

This job operates primarily in a church sanctuary and office setting. The position will interact regularly with others in offices, classrooms, meeting spaces, and outdoor areas of the church campus, as well as at off-campus sites, including while traveling to and from those sites.

Bel Air Church is an Equal Opportunity Employer with regard to race, color, sex, age, national origin, and physical or mental disability. Employment is at-will, and therefore, can be terminated, with or without cause, at any time, at the option of the employee or Bel Air Church. Your signature does not modify this at-will employment relationship.
