



Job Title: Technical Director (Tech Director)

Reports to: Multimedia Director

Position Status: Full-Time

Job Summary

The Technical Director will oversee, support, and facilitate the technical aspects of in-person and virtual worship services, ensuring that services, events, projects, and volunteers are able to utilize technology efficiently, effectively, and strategically for the worship of the Lord.

Responsibilities

- Oversee all audio/visual needs of Mercy Church, including:
 - a. Production and streaming of weekly sermon capture
 - b. Development and maintenance of lighting, audio, and projection systems
 - c. Facilitating or coordinating audio/visual needs for all weekend services and extra-weekend events
 - d. Maintain all A/V equipment and make recommendations and arrangements for repairs or improvements with church leaders within budget allowances.
 - e. Design, build, and install complete AVL systems
- Oversee, shepherd, and grow AV Team, Volunteers, and Contractors
 - a. Leads self and others in growing shepherding and leadership skills.
 - b. Supply timely and effective communication, planning, and feedback to AV volunteers and contractors.
 - c. Team recruitment, onboarding, and training of AV Volunteers in partnership with the campus team.
 - d. Team building to grow in unity and vision.

Skills

- Understanding of signal flow, manipulation, and cable construction of analog and digital audio, digital video, DMX, Ethernet, and IP signals.
- Able to humbly serve, lead, collaborate, and defer to others when appropriate, regardless of title or position
- Troubleshoot effectively and with minimal stress
- Audio mixing for in person congregational and broadcast worship
- Building and operating ProPresenter 7 for all Sunday and event elements
- Creatively design and operate stage lighting
- Setup, compose, expose, and focus video cameras
- Design and operate automation systems for the ease of volunteers and others
- Manage Resi streams for both encode and playback
- Knowledge of safe rigging practices



- Strong computer skills
- Proficiency with Google Email, Drive, Sheets, and Docs
- Proficiency with AV diagramming software (Visio, CAD, Diagrams.net, etc)

**Miscellaneous Responsibilities* – This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned and/or changed without advanced notice.

Conditions of Employment

**Performance Evaluation* – It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members
2. Fully participates in the life of the church as an active covenant member
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church
4. Submits to and supports the leadership of the church elders
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church.

General Expectations

1. Report to the office during Office Hours (see below). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.

Job Requirements

Physical Requirements

1. Ability to frequently stand, sit, and/or walk



2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to routinely lift 50+ lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer in order to complete necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees
2. May occasionally walk on slippery, wet, or uneven surfaces
3. Noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

Office Hours and Work Schedule

1. Office Hours: Monday – Thursday (8:30am-5pm), Sunday (7:30am-1pm)
2. Additional Hours: The Technical Director will be expected to be at key events/meetings outside of the above office hours. Please see your supervisor for details.
3. Overtime and extra work days: Some overtime will be required. Please consult the Mercy Staff Handbook for Overtime Policy
4. Holidays: All staff-wide Holidays are outlined in the Mercy Staff Handbook
5. Time Off: Please consult Mercy Staff Handbook for time off policy