



Job Description

Position: Part-Time Tech Assistant
Reports to: Weekend Experience Director and Tech Manager
Type of Position: Part-Time | Approximately 20-25 Hours per Week

Position Overview

Spring Lake Church is seeking a Part-Time Tech Assistant to help prepare campuses, production systems, and volunteer teams for weekend services.

The primary responsibility of this role is to ensure campuses are ready for weekend services. The Tech Manager provides the Tech Assistant with the information and direction needed for upcoming services and production preparation. The Tech Assistant directs questions, technical concerns, equipment needs, and updates primarily to the Tech Manager while preparing and testing production systems and supporting weekend services.

This position works independently under the direction of the Tech Manager and supports production volunteers. Regular travel between Spring Lake Church campuses is required.

Primary Responsibilities

Weekend Service Preparation & Support

- Receive weekend service information, production priorities, and preparation instructions from the Tech Manager.
- Communicate questions, technical concerns, equipment needs, and updates primarily to the Tech Manager.
- Prepare campuses for weekend services, including stage setup and production-system checks.
- Run checks on ProPresenter, audio consoles, and other assigned production systems.
- Identify and perform basic troubleshooting on technical issues, then communicate those issues to the Tech Manager before weekend services whenever possible.
- Travel between campuses as needed for preparation and weekend support.
- Help operate and support weekend services, typically on either Saturday from 2:00-8:00 p.m. or Sunday from 5:00 a.m.-1:00 p.m.

Volunteer, Equipment & Project Support

- Coordinate, train, and encourage production volunteers. This position supports volunteers but does not directly supervise staff.
- Assist the Tech Manager with basic maintenance, troubleshooting, and equipment needs.
- Keep production spaces clean, organized, and ready for use.
- Assist the Tech Manager with projects, system upgrades, and other production needs as assigned.
- Look for practical improvements that make serving easier and more effective for staff and volunteers.
- Perform other related duties as assigned.

Required Schedule

Regular availability is required for:

- Mid-week schedule: To be determined
- One weekend service day each week
- Baptism weekends
- Thanksgiving
- Christmas
- New Year's
- Easter



Occasional additional availability may be needed for special services, events, or ministry projects.

Qualifications

The ideal candidate:

- Has strong attention to detail and a strong work ethic.
- Is dependable, punctual, organized, and follows through on responsibilities.
- Works well independently and as part of a team.
- Is a self-starter who takes initiative.
- Communicates clearly and consistently.
- Learns new systems and technical skills quickly.
- Can troubleshoot problems independently and communicate when support is needed.
- Works well under pressure and maintains a positive attitude when challenges arise.
- Looks for ways to improve the experience of staff and volunteers.
- Must be an active attender of Spring Lake Church.

Technical Experience

Prior production or technical experience is preferred. Experience with the following systems is especially helpful:

- Allen & Heath consoles and systems
- Blackmagic Design equipment
- Resi
- ProPresenter
- Lightkey
- MediaMaster
- Bitfocus Companion
- Pro Tools
- Dante

Experience with every system is not required. A strong technical foundation, willingness to learn, and ability to troubleshoot are most important.