



## ***Tech Director***

Reports To: Music & Liturgy Director

Category of Employment: Part-Time (3-5 hours per week)

### **OVERVIEW**

The Tech Director will ensure all audio and visual aspects of worship gatherings and church events run smoothly. They will lead the Tech Team, manage audio/visual equipment, and be the point person for external groups on usage of audio and visual equipment.

### **MINISTRY ROLES & RESPONSIBILITIES**

- Provide vision and direction for Tech Team and audio/visual support for the church
- Recruit and train Tech Team volunteers
- Schedule Tech Team volunteers with Planning Center software
- Assess the acoustics of the performance area, assemble, and operate the necessary equipment
- Maintain and repair audio and visual equipment
- Collaborate with preachers, lead musician, and event planners for all technology needs
- Connect with outside groups who are reserving the space and have audio/visual technology needs
- Sunday Mornings:
  - Serve as (or schedule) trained sound and slides technicians for each Sunday
  - Sound technician is present 8am-11:30am (3.5 hours)
  - Available to troubleshoot any sound and/or visual technology issues
- Edit and upload sermon recordings
- Check-Ins: meet with Music & Liturgy director at least once a month

Interested applicants should submit a resume to Janelle Jackson –  
[janelle@scarletcitychurch.org](mailto:janelle@scarletcitychurch.org)