



Technical Coordinator

Position Type: Full-Time

Location: In-Person

Direct Report: Experience Director

Job Summary

Shape Experiences That Help People Encounter Jesus At Ascent Church

Our mission is simple: **to seek out the lost and send out the found.** Every weekend gathering, every song, every slide, every light change, every production moment exists to help people take one more step toward an encounter with Jesus.

The Technical Coordinator provides technical and administrative leadership for all production environments at Ascent Church. This role exists to create distraction-free worship experiences where people can encounter Jesus through worship and the teaching of God's Word.

The Technical Coordinator oversees the planning, execution, and continual improvement of all audio, video, lighting, presentation, broadcast, and production systems while developing healthy volunteer teams, scalable systems, and future leaders. Working alongside the Sunday worship leaders and under the leadership of the Experience Director, this role ensures every worship service and special event reflects excellence, intentionality, and the mission of Ascent.

The Technical Coordinator is responsible for building the ministry—not simply running technology—through leadership development, strategic planning, technical excellence, and servant-hearted care for volunteers.

Responsibilities

Technical Oversight

- Lead all Production Ministry environments including:
 - Front of House Audio / Broadcast Audio
 - Presentation (ProPresenter)
 - Video / Livestream/ Cameras
 - Stage Management / Lighting
- Ensure every worship service and event is executed with excellence.

- Oversee all technical production for Sunday services, midweek ministries, conferences, weddings, funerals, and special events.
- Create systems that allow production ministries to operate consistently without relying solely on staff presence.

System & Organization

- Develop and maintain production workflows and operational systems.
- Maintain Planning Center scheduling and volunteer communication.
- Create production timelines and event documentation.
- Maintain equipment inventories.
- Develop preventative maintenance schedules.
- Ensure all production spaces remain organized, safe, and ministry-ready.
- Establish standards for cable management, labeling, storage, and backstage organization.

Volunteer Development

- Recruit, onboard, train, schedule, and shepherd production volunteers.
- Develop volunteer leaders capable of leading teams independently.
- Build leadership pathways within every production ministry.
- Create written training resources and standard operating procedures.
- Conduct regular team meetings and leadership development opportunities.
- Build a healthy volunteer culture marked by encouragement, ownership, and teamwork.

Qualifications

- Growing relationship with Jesus Christ.
- Agreement with Ascent Church's values and mission.
- 2-5 years of experience leading production ministries or live event production.
- Strong knowledge of:
 - Digital Audio Consoles (Allen & Heath, DiGiCo, Behringer)
 - Dante Audio Networking
 - ProPresenter
 - Lighting Systems (GrandMA, ChamSys MagicQ, High End Systems Hog)
 - Video Systems / Livestream Technology
 - Camera Systems
 - Planning Center
- Excellent leadership, communication, organizational, and administrative skills.
- Ability to lead volunteers through encouragement and accountability.

- Calm under pressure during live productions.
 - Self-motivated with excellent problem-solving skills.
 - Exemplify a growth mindset with a commitment to continuous learning and innovation
 - Physical Requirements
 - Lift up to 50 pounds.
 - Push and pull equipment carts up to 100 pounds.
 - Ability to climb ladders.
 - Work in elevated production booths.
 - Stand for extended periods.
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Education

- Relevant degree in one or more of the following focuses: Audio/Video Production, Communications, Media Arts, Church Media Production Worship and Technology.
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Staff Expectations

Ascent Church staff agree to...

- Support the Lead Pastor and fellow team members with their words and actions.
 - Attend and support Ascent Church services and events.
 - Faithfully represent Christ in all areas of their lives (to the best of their ability).
 - Tithe (or make steps toward tithing) to Ascent Church.
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About Ascent Church

Ascent Church has been honored to serve the city of Virginia Beach since our founding in the Fall of 2017 by Pastor Thomas Lane, through a partnership with the Association of Related Churches. Our church reaches families and individuals from all areas of Virginia Beach. We are committed to reaching all ages and backgrounds—regardless of where they are in their journeys—to feel welcomed, comfortable and loved.

The name, “Ascent Church,” comes from a group of Psalms (120-134) each referred to as a “song of ascents.” God’s people sang them as they climbed upward to Jerusalem to worship. It

is a picture of community and people from all walks of life seeking God together. It is about discipleship and growth. Just like climbing a mountain, this is a lifelong process. It emphasizes that we have not yet “arrived.” We are all a work in progress. We are on the journey upward.