# Hilliard
## United Methodist Church
### God Loves You ♡ No Matter What

5445 Scioto Darby Road
Hilliard, Ohio 43026  |  614.876.2403
info@hilliardumc.org
www.hilliardumc.org

**Position Title: Tech Director**
Reports to: Associate Pastor
Expected Hours: 5-10 hours/week
Review Frequency: Annual
Date Approved by SPRC:

## Overall Objectives:

The Tech Director leads the ministry for the technical operations of HUMC including lighting, sound, video, set design, and coordinating necessary staff and maintenance of AVL equipment, while seeking to improve, sustain, and celebrate the ministry based on the needs of the church community.

## Essential Duties, Tasks, and Responsibilities:

- Operates, maintains and safeguards the technical assets of the church, including supervising the use of lighting, sound, video and lighting systems, and communications equipment
- Stays up to date on latest software/system upgrades for all systems, including computers, software, sound consoles, and lighting consoles. Monitoring industry user groups to stay abreast of others' experiences and overall stability of new releases. Applying updates as deemed appropriate.
- Attends technical rehearsals, and is available/on call during Sunday services in order to supervise and assist in the technical aspects of the services
- Ensure content for Sunday services is correct in ProPresenter
- Supervises and assists with set and stage construction and management
- Assists in recruiting, training and assignment of tech volunteers
- Assist in recording for special events and video shoots
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies
- Makes recommendations to the church leadership regarding capital purchases of technical equipment

- Designs, sets up, maintains, and operates lighting, video and sound systems for theatre, dance, music, and other productions and projects; assists guest designers and arts with technical matters

## Skills:

- Growing in faith as a disciple of Jesus Christ
- Ability to operate presentation/AV programs for worship services
- Excellent verbal and interpersonal skills
- Relational and team-building skills required
- Ability to troubleshoot and problem solve quickly
- The ability to operate a medium/large-sized sound reinforcement system with sensitivity to both musical and ministry excellence
- The ability to function at a high level of effectiveness and calm in stressful situations.
- Strong leadership and team-building skills

## Qualifications:

- Associate Degree in Electronics, Communications, Audio Production, Media, Recording or Music, or its equivalent
- Minimum of 3 years' experience in professional sound reinforcement, broadcast, production or recording.
- Familiarity with computer software like ProPresenter is strongly preferred, but not required
- Licenses/Certifications: none required