**Technical Ministry Leader**
**Job Description**

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| **Title** | **Technical Ministry Leader** |
| **Accountability** | **Church Administrator** |
| **Position** | **Part-Time ~20 hours per week, can be contract** |

**Job Summary and Purpose**:
 The Technical Ministry Leader will support New Hope Church by overseeing and coordinating all aspects of the Technical Ministry regarding audio, lighting, and video, and streaming, with an emphasis on sound. The goal of the role is to create a vibrant worship service, event, experience.  This is to be accomplished by using technology and volunteers efficiently and strategically.  This is applicable for all Worship Services, weddings, funerals and other events that take place at New Hope Church.

Expertise in audio, video and lighting are a must for this position and will focus on empowering others to develop their skills, so that duties and responsibilities can be delegated to volunteer. Responsible for developing a team of volunteers, as needed for the different positions of the Tech Ministry Team; will fill in, train and troubleshoot when necessary. A positive, hands-on and team-oriented attitude is critical for success.

**Responsibilities:**

Provide technical support, either directly or via volunteers, for worship services and events:
- Audio Mixing – Live Worship, Camera Recording and Streaming
- Monitor/In-Ears mixing, assist in the use of Click Tracks
- Video Recording/Live Streaming/Uploading to Vimeo Platform
- Switching to Multiple Cameras/Screens
- Use of ProPresenter
    - Build the Service for Each Event/Worship Service
    - Create/Upload slides for the Technician to click through for the service/event
    - Know the system in order to efficiently troubleshoot
- Prepare Stage and all Equipment needed/moved for each Worship Service or Special Event:
    - Microphones
    - Cables Wiring Needed for Band/Instruments
    - Chairs and Risers moved as needed
- Communicate with the Ministers, Director of Music, Ministry Leaders, and other Event planners, to help facilitate the technical needs for the success of each Worship Service and Event.
    - Responds to all inquiries within 24 hours
    - Maintain/Respond to all requests that are emailed to the account "Tech@newhopeworship.com"

Recruit, train, equip, schedule and lead all Tech Ministry Team Volunteers:
- Create a healthy rotation of Tech Ministry Team volunteers. to ensure quality, distraction-free environments for Worship Services and events; develop a positive relationship with the Tech team.
- Create "volunteer positions" with full descriptions of responsibility and task to be completed with each position

- Ensure adequate staffing for Sunday mornings, Easter week, Christmas Eve, Band rehearsals, Women's Retreat, weddings, funerals and other events as requested.
- Coordinate training via internal and external sources

Update & Maintain production technologies:
- Become familiar with equipment in order to troubleshoot as needed
- Keep informed and aware of equipment and software in order to know when updated/upgraded need to take place.
- Advise on future purchases/updates keeping in mind industry standards
- Oversee installation/equipment repairs
- Give all records and purchases/licensing information to the Church Administrator

Quality Control of In-House Video Production:
- Oversee video production for worship services including live streaming, editing, uploading to the online platforms. (Currently Vimeo)
- Maintain and troubleshoot live streaming.
- Enhance, expand and maximize the efficiency of the video aspect of our technical ministry.

**Qualifications:**
- The successful candidate will be grounded in their faith and supportive of the ministries of New Hope Church.
- **Knowledge of advanced sound engineering  2 years of Live sound mixing or Sound engineering experience** Experienced and knowledgeable of audio systems and sound boards (**Stems, other recording software/DAW or-Abelton Live,** Yamaha TF5 sound board experience is a plus!)  An Ear for music.
- Experience capturing video and video editing (Canon XF405, Final Cut Pro, iMovie is a plus!)
- Experience with Planning and Presentation Software (ProPresenter, Planning Center)
- Strong tech background, with an ability to learn and master new technology
- Have a teachable spirit and collaborate well in a team environment
- Excellent Leadership Skills **and organizational skills, Strong communication and interpersonal skills**
- **A**n ability to multi-task, with a good analytical, problem solving, aptitude
- Ability to be flexible in an environment that is subject to spur of the moment change
- Ability to inspire and motivate teams of volunteers, with strong interpersonal skills
- Very strong organizational abilities and excellent attention to details

Must be TIMELY and considerate, realizing that other people are often unable to perform their tasks if the Technical Team isn't ready, late or behind schedule

**Physical Demands:**
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop kneel, crouch or crawl. The employee must be able to move up to 20 pounds

**Schedule and Hours**:
**Weekend Responsibilities**
- Attend All Sunday Services.

**Weekly Responsibilities**
- Attend all Worship Practice Rehearsals (Typically Thursday evenings)

- Attend a Once a week (Thursdays?) Worship Meeting (Director of Music, Pastors, Misc. involved staff) to gather all information have questions answered for the following Sunday's services.
- Attend other Special Event meetings as needed/requested (i.e. Weddings or Funerals) to gather information needed for the event
- Communicate/Update staff and maintain the email account for "Tech@Newhopeworship.com"
- Assist ministries and staff with misc. technical needs including video segments and non-complicated network and computer needs

Worshiping God with all that we have is imperative, regardless of the staff or volunteer role at New Hope Church. In addition to the technical responsibilities, the role is responsible for setting the Spiritual tone for the Tech Ministry Team. The Tech ministry's Team of volunteers must be mentally aligned and understand that they are a part of the worship team, bringing an equally important piece in serving God with their talents and skills. All Tech Ministry Team Members will be required to take on an attitude of ownership and responsibility, which must be first demonstrated by the example of the Technical Ministry Leader.