

Fairview Village Church of the Nazarene
Celebrate, Connect, Care

Technical Director

Job Description

ACCOUNTABLE TO: *Worship Arts Pastor*

DIRECT REPORTS: *PT Audio/Visual Technician, PT Media Administrator*

ROLES AND RESPONSIBILITIES:

I. Staff Member

- a. Accountable to Worship Arts Pastor*
- b. Embrace FVC philosophy, vision and mission as defined by leadership*
- c. Participate in a small group associated with FVC and its mission*
- d. Participate in scheduled staff meetings*

II. Management Responsibilities:

- a) Will be responsible to embrace and execute the systems and policies of the church
- b) Will be responsible to attend and represent their team at meetings and communicate information to their team
- c) Will be responsible to participate in budget planning and managing budget throughout the year
- d) Will be responsible for reporting accurate and detailed information
- e) Will be responsible for developing and executing a business plan each year

III. Primary Responsibilities

- a) Oversee all Audio-Visual Production for all ministries and campuses as developed, including weekly services, open mics, and special events.
- b) Maintain Audio-Visual Equipment
- c) Create content for assigned social media posts
- d) Manage weekend video content
- e) Manage and schedule Media volunteers.
- f) Cast the mission and the vision of the church to volunteer team
- g) Recruit and train media team volunteers
- h) Ensure the overall weekend worship Audio Visual Production is impactful, effective, and on target regarding content, style, and structure
- i) Oversee other assigned projects, including responsibilities for Lights in the Village, AV installation projects, and other ministry-related Audio Visual support requests
- j) Will oversee set design and AV production in alignment with the Worship Tech Philosophy

IV. Team Development and Management

- a) Is responsible for overseeing the spiritual, professional development on their team
- b) Will oversee the Audio Visual Technician as they execute their Job
- c) Will oversee the Media Administrator as they execute their Job
- d) Will develop a culture of excellence around their teams
- e) Will promote recruitment as a major part of their ministries

V. Physical and Mental Requirements:

- 1. General skills in
 - ◆ Writing
 - ◆ Speaking
 - ◆ Reading
 - ◆ Math
 - ◆ Reasoning
- 2. Frequent use of computer. Mac and Windows
- 3. Knowledge of Audio Visual Equipment and use
- 4. Occasional driving; active driver's license required.
- 5. Frequent balancing, bending, stooping, reaching, pushing, pulling, climbing and standing.
- 6. Physical requirement with occasional lifting/carrying of objects weighing up to 50 lbs.

VI. ENVIRONMENT CONDITIONS:

- 1. Works Primarily indoors.
- 2. Frequent exposure to steps, stairs and uneven surfaces.

WORK SCHEDULE:

Office hours are 8:30 to 5:00 M-TH
Wednesday Rehearsal 5:30 to 9:00
Sunday 7:00am to 12:30pm
Other times may vary according to ministries and events.

REVIEWS: Annual

VII. All other tasks as assigned by the Worship Pastor

_____ Supervisor	_____ Date	_____ Employee	_____ Date
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Job Title
Revised: Date

Fairview Village Church of the Nazarene
Fairview Village, PA 19403