



Position Title: Technical Event Coordinator		Reports To: Pastor of Technical Arts	
Position Scope: Full-time/40 hours per week		Department: Technical Arts	
Position Status: Non-Exempt		Date: June 13, 2019	
Ministry Vision:			
A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE			
Ministry Responsibilities:			
Coordinate ongoing AVL support for Sunday services and Tier 2/3 ministry events. Primary special events technician. Maintain AVL systems and Tech Arts work areas.			
Key Duties:			
	Description		% Time
	Vision and Strategic Development. Participate in all Technical Arts meetings and retreats. Attend periodic conferences, conventions, and training classes. Participate in spiritual growth opportunities. Provide input and technical support during strategic planning and technology implementation periods.		10
	Leadership Development. Lead and support the technical aspects of our Sunday students/kids/ministry events at the Normal Campus. Provide training for ministry leaders and volunteers. Primary special events technician (weddings, funerals, Tier 2/3 events), Periodic support technician for Tier 1 events.		20
	Administrative Responsibilities. Coordinate all Tier 2/3 ministry events both on and off campus. Work with ministries to determine AVL needs. Setup, hand-off, and strike events. Requires a flexible schedule as ministry events take place throughout the week, evenings, and weekends.		30
	Ministry Support Responsibilities. Maintain and organize inventory, storage, and work areas. Perform maintenance and upgrades as needed on installed and portable AVL systems. Assist with other ongoing AVL projects as time permits. Fill in for other tech staff as needed.		40



Supervisory Responsibility: None at this time	
Required Core Competencies	
<i>Written Communication</i> Writes clearly and succinctly in variety of communication settings.	
<i>Action Oriented</i> Enjoys working hard, full of energy for challenges, seizes opportunities.	
<i>Approachability</i> Easy to approach and talk to, puts others at ease, pleasant and gracious.	
<i>Priority Setting</i> Spends time on what's important, quickly zeros in on critical few, eliminates roadblocks.	
<i>Learning on the Fly</i> Experiments and tries new solutions, enjoys challenge of unfamiliar task.	
<i>Time Management</i> Values time, uses effectively, concentrates efforts on important priorities.	
PREFERRED QUALIFICATIONS	
Minimum relevant experience: Audio, lighting, video, and event production experience. 1-2 years technical ministry experience preferred.	
Education: Associate's degree. Bachelor's preferred.	
Ideal Knowledge Areas: Strong customer service, written and verbal communication skills. Multi-tasking, flexible schedule, and time management. Exercise discretion and independent judgment with little or no supervision.	
Reviewed by:	Date:
Approved by:	Date:
Date Revised:	