



For more information or to submit a resume, please contact
ADAM DYE, MEDIA DIRECTOR
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JOB DESCRIPTION

REGIONAL CAMPUS TECHNICAL DIRECTOR
THE CHURCH AT STATION HILL
A Regional Campus of Brentwood Baptist Church

Department: Communications
Reports to: Media Director
Job Status: Full-time
FLSA Status: Non-Exempt
Effective Date: Immediately
Primary Officing Campus: Station Hill

SUMMARY

The Station Hill Campus Technical Director is responsible to the church, under the direction of the Media Director for overseeing and facilitating the campus-specific media and production needs in all worship venues for their campus. Working closely with the Media Director as well as the Station Hill worship minister, this role interfaces with worship leadership and a volunteer media team to ensure that Sunday services and weekly events have the appropriate level of media support.

PRIMARY JOB RESPONSIBILITIES may include but are not limited to the following:

- Being on site during the Sunday morning services in order to lead and oversee the media ministry and volunteer team. If absent, responsible for identifying a qualified and suitable substitute to fulfill this role.
- Recruiting, training, and scheduling the media volunteers, with training support from the Brentwood campus available as needed. This entails developing leaders and building a volunteer leadership team that then aids in recruiting and training, and requires a system of open and honest feedback between volunteers and staff regarding volunteer performance.
- Building and shepherding a spiritually healthy team of media volunteers by offering outlets for Bible study and prayer, and regular opportunities fellowship and service with the volunteer team.
- Coordinating production details for events requiring tech support
- Preparing ProPresenter files with media for Sunday service playback, including slides, videos, and lyrics
- Managing the broadcast video system, including the web streaming of Sunday services
- Recording/editing/uploading weekly audio podcasts and video on demand of services
- Performing routine preventative maintenance on production equipment
- Acting as primary liaison for media equipment maintenance and Media support needs to the Brentwood Campus



OTHER RESPONSIBILITIES may include but are not limited to the following:

- Mid-week work on site to prepare for upcoming events, weekend service preparation, and to meet with campus staff as necessary.
- Preparing/uploading weekly hallway CCTV slide loop for playback
- Maintaining a “dotted-line” support relationship with the campus Worship Minister, campus Discipleship and Administration Pastor, and other campus leadership to offer campus-specific support for worship services and events
- Maintaining ongoing communication with Brentwood Campus Media staff for campus-wide best practices and standards
- Attending regular meetings with Brentwood Campus Media staff to assess appropriate level of central support needed
- Completing other duties as assigned by supervisor.

COMPETENCIES AND TRAITS:

In addition to the specific responsibilities required for this role, Brentwood Baptist Church also seeks candidates that possess some general competencies and behavioral traits that enhance the effectiveness of our staff.

Individual Contribution

- Manages details, tasks and projects efficiently without frequent reminders
- Maximizes time effectively by focusing on “must do” priorities when necessary
- Anticipates/avoids problems or formulates creative solutions
- Makes timely decisions that produce quality outcomes
- Adheres to commitments, schedules and deadlines
- Demonstrates a comprehensive knowledge of issues and topics pertaining to the area of his/her job specialty (for Professional Staff positions only)

Team Contribution

- Demonstrates flexibility, adapts well to changing priorities or situations
- Self-directed and proactive, level of supervision required is appropriate
- Is willing to take on additional responsibilities, helps with a “can-do” attitude
- Collaborates well with others to accomplish group tasks
- Uses written and verbal communication in a way that accomplishes intended results

Self-Development

- Prioritizes and accomplishes self-development goals
- Demonstrates an ongoing commitment to obtaining the KASH necessary to be successful in this role
- Teachable spirit with a desire to learn and grow
- Maintains appropriate gap between the current job description and the employee’s current abilities that allows for future growth.



QUALIFICATIONS:

- Extensive working knowledge of audio, video and lighting systems
 - **Audio:** front of house and broadcast audio mixing skills; thorough understanding of digital console infrastructure, including patching and signal flow; working knowledge of effects and dynamics plug-ins; ability to troubleshoot complex audio routing issues under pressure.
 - **Video:** understanding of broadcast video systems, including signal routing, switching, sync, conversion, and distribution; experience with SDI and modulated RF video distribution
 - **Lighting:** thorough understanding of stage lighting principles, including fixture selection, beam angle, color temperature, use of key, fill, and back light; ability to efficiently patch, including programming fixtures and editing fixture profiles; understanding of key safety and rigging guidelines; innate creativity that helps volunteers maintain fresh looks with a lighting rig that doesn't change.
- Working knowledge of video production, including non-linear editing software, video file conversion, and basic audio sweetening.
- Strong organizational skills, with a bent toward systems organization and documentation
- A proven history of creative artistry and problem solving within tight budgetary constraints
- A growing relationship with Jesus Christ, as evidenced by participation in personal and/or small group Bible study and regular worship opportunities.

EDUCATION & EXPERIENCE:

- Bachelor's or Associate's Degree
- 2 years' experience on a church media/production staff

All campuses function under the governance of Brentwood Baptist Church. Each campus is an established entity operating as a whole and permanent part of the Brentwood Baptist. Each maintains pre-determined alignment characteristics that uphold the Brentwood Baptist "DNA" while also containing some contextualized characteristics to allow it to best reach its target local community. Every staff member is an employee of Brentwood Baptist.

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