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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 WOODBINE A Regional Campus of Brentwood Baptist Church**

Department: Communications  
Reports to: Media Director  
Job Status: Part-Time, 10 hours per week  
FLSA Status: Non-Exempt  
Effective Date: Immediately  
Primary Officing Campus: Woodbine

## **SUMMARY**

The Woodbine 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 for their campus. Working closely with the Media Director as well as the Woodbine 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 for the campus, with training support from the Brentwood campus available as needed
- Preparing/uploading weekly hallway CCTV slide loop for playback
- Preparing ProPresenter files with media for Sunday service playback, including slides, videos, and lyrics
- Recording/editing/uploading weekly audio podcasts and video on demand of services
- Performing routine preventative maintenance on production equipment
- Coordinating production details for events requiring tech support
- 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.
- Maintaining a “dotted-line” support relationship with the campus worship minister 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:**

- Working knowledge of audio, video and lighting systems
- Working knowledge of video production, including non-linear editing software
- Strong organizational skills
- 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, or 2 years' experience as a key church media volunteer or church media/tech 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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