

**CHUM Technical Director**  
**Job Description**  
**College Hill United Methodist Church**

**Job Title:** Technical Director

**Function:** The Technical Director is in charge of sound reinforcement, video and slideshow projection, video streaming and recording, audio recording, lighting, and all audio-visual equipment.

**Hours:** Part time, not to exceed 30 hours per month, unless granted permission from Senior Pastor, including but not limited to:

- Sunday mornings
- Christmas, Easter/Holy Week and Independence Day weekend as scheduled
- Weddings, funerals, and other special events as scheduled
- Time as appropriate to fulfill the requirements of the position

**Compensation:**

- Hourly, commensurate with experience and education
- Weddings and funerals - compensated through honorariums, rather than hourly rate

**Reports to:** Lead Pastor

**Supervises:** Tech Volunteers

- Volunteers will only be compensated for funerals or weddings, through honorariums provided by those receiving services.

**Responsibilities:**

- Set-up (or schedule trained volunteer(s) to set up) A/V equipment needed for Sunday services or special events in the Sanctuary and Fellowship Hall, including but not limited to: speakers, microphones, monitors, computer and projector.
- Operate A/V (or schedule trained volunteer(s) to operate) equipment during worship services and special events in the Sanctuary and Fellowship Hall.
  - Rotate which worship service is served by a volunteer vs. the Tech Director to ensure familiarity with the needs of both spaces and the adequacy of the equipment in both spaces.
- Recruit, train, coordinate, schedule, and support a team of tech volunteers to set-up and operate A/V equipment during Sanctuary and Fellowship Hall services, special events, weddings and funerals. Tech volunteers may work the same service or event as the Tech Director or be scheduled (at the discretion of the Tech Director) to set-up and operate the A/V equipment independently, contingent on an appropriate skill level.
- Maintain and troubleshoot all A/V equipment in both the Sanctuary and Fellowship Hall.

- Coordinate with outside contractors to maintain, repair or improve A/V equipment in the Sanctuary and Fellowship Hall.
- Reproduce audio and video recordings for the general public.
- Ensure the proper copyright licenses are obtained by the church for reproduction and streaming.

**Qualifications:**

- Demonstrable knowledge and experience with audio/visual equipment, presentation software, public address systems, amps, audio mixers, monitor consoles, projection and video systems, cameras, and lighting controls.
- Willingness to stretch and develop new skills, and exhibit initiative to learn new skills, keeping up with current trends and technology.
- Ability to think quickly and react/troubleshoot.
- Exhibit strong communication skills and the ability to work with volunteers.
- Maintain an amiable relationship with the pastor, staff and congregation.
- Constructively and appropriately manage conflict situations.