



Covenant Church of Easton

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Dear respondents:

The Covenant Church of Easton (CCOE) is seeking qualified, passionate, and personable candidates for the position of Technical Director. The CCOE Technical Director will oversee the successful operation of all aspects of technology associated with preparing and executing worship services, with an emphasis on live sound mixing and production. A successful applicant will demonstrate skills and knowledge in both live audio production and live visual media production. CCOE ultimately envisions the Technical Director as an asset to all ministries of the church, assisting the entire church by coordinating support for the unique technical needs of each ministry.

Successful applicants will also possess a personal relationship with Jesus Christ. In your application materials, please be sure to share about the bearing of your faith on your life, and how it has and/or will illuminate your service of the church and your particular gifting as it pertains to the role of Technical Director.

Please submit a resume and a cover letter detailing your background, experience, and professional references. We look forward to reviewing your submission!

Sincerely,

CCOE Technical Director Search Committee

Job Description for Technical Director

Purpose

To produce the best possible atmosphere for worship by providing support for sound and A/V technology. This includes, but is not limited to, creating the best live sound mix possible in order to meet the mood the pastor/worship leader wants to convey, and supporting the audio and visual presentation needs of people involved in the church service. Ultimately, glorify God through providing excellent audio/visual services.

General Description

The Technical Director serves as part of the Worship Team. The Technical Director oversees the successful configuration, operation, and troubleshooting of all audio equipment used in the execution of weekly worship services and special events. This includes audio and visual equipment preparation, mix position setup/configuration/maintenance, sound checks and other testing, and audio console operation during rehearsal(s) and production support for all services and special events. It is expected that the Director will work with existing volunteer core to accomplish the tasks above. Above all else, the Director will possess a strong faith, and will express and model a vital and intimate relationship with God. By example, the Director will bring spiritual leadership to worship services and to the ministry team.

The position is up to 10 hours/week.

Tasks:

The primary tasks of this position fall into three categories: *live audio support, visual presentation support, and general ministries technical support.*

Live Audio Support

- ✓ Provide production support and guidance for audio needs of weekly services and special events, including live audio mixing and recording
- ✓ Attend appropriate worship ensemble rehearsals in order to support and understand specific audio needs for weekly services
- ✓ Install, operate, maintain, and safeguard the audio technical assets of the church

Visual Presentation Support

- ✓ Ensure the accuracy and functionality of weekly slide presentations
- ✓ Maintain and develop theatrical lighting systems as needed to support worship and special services
- ✓ Provide necessary production, presentation, and administrative support for recorded video elements and live streaming production

General Ministries Technical Support

- ✓ Ensure provision of support and maintenance for technical support needs of all ministries in the church
- ✓ Research and make recommendations to the church staff/council for capital investments in technology
- ✓ Manage the worship ministry's technical support budget, keeping reliable records for purchases and necessary licensure
- ✓ Manage and train technical volunteers