



## **Director of Technology and Digital Communication**

Reports to  
Executive Director

Direct Report  
Technical Production Assistant

### **Scope**

The Director of Technology and Digital Communication is an innovative thinker who understands technology and the people who use it. He/she communicates the GTCC vision, mission, and ministry life through technology and digital communication platforms.

### **Production of Worship Services - 30%**

- Participates in worship planning process to ensure that technical needs and online audiences are considered in development of worship services
- Works with Director of Worship to coordinate worship rehearsals and video/audio recording and editing
- Oversees all technical aspects of the worship services, including audio and visual for inperson services and uploading or streaming for online services

### **Digital Communication – 30%**

- Develops and executes strategies to communicate the weekly messaging of the church through digital communication channels, including emails, video announcements and social media posts
- Manages website, ensuring it is up to date and guiding any design changes
- Monitors effectiveness of website and other digital platforms
- Manages social media accounts and youtube channel
- Works with Greentree staff and ministry leaders to give guidance and support as we focus more on digital ministry

### **Volunteer Development – 30%**

- Develops teams to serve in technical arts ministries, such as sound, media, photography and video
- Manages volunteer scheduling through planning center online or similar program
- Invests in volunteers through relationships and practical training

### **Facility and Equipment Management – 10%**

- Maintains music equipment, audio and lighting systems in excellent condition, making repairs and replacements as needed
- Manages the facility calendar from the technical perspective, ensuring that audio and tech needs are covered when sanctuary is being used
- Stays informed of new technology and trends to make recommendations in strategic planning discussions