

THE VINEYARD CHURCH JOB DESCRIPTION

TITLE: Assistant Director of Technical Arts & Production

FLSA: Exempt

SUMMARY

The Assistant Director of Technical Arts and Production is a full-time position responsible for managing the Audio, Visual and Lighting (AVL) teams of The Vineyard Church. This position is also responsible for ensuring that the AVL systems will uphold a standard of excellence in operation during weekend celebrations, classes and events held at the church.

ESSENTIAL FUNCTIONS

1. Maintain a Vital Relationship with Jesus Christ
2. Work closely with the Lead Pastor to create an excellent experience during each celebration service by:
 - Participating in the service planning process
 - Taking responsibility to edit and create message illustration videos
 - Planning special services such as Good Friday, Mother's & Father's Day, Christmas Eve, Chasing God, etc...
3. Develop multiple teams of people that offer their technical skills and spiritual gifts. This will be accomplished by:
 - Overseeing and developing volunteers on the Celebration Media Team, Live Video Production Team & Sound Team
 - Critically assessing each Weekend Celebration and communicate feedback to team members
 - Creating an environment where volunteers can succeed and grow
 - Shepherding and caring for team members
4. Responsible for filling the role of a Booth Producer. This will be accomplished by:
 - Understanding all facets of Vineyard's sound, visual/video, and lighting systems
 - Performing necessary programming and/or setup of equipment (booth and stage) for Weekend Celebrations, classes, and special events
 - Overseeing operation of AVL systems in a live setting
 - Acting as authority of booth operations and regularly communicating and identifying any changes or cues to techs in a timely manner
 - Communicating with other "Booth Producers" regarding timing and necessary adjustments of AVL
 - Receiving and filtering feedback and information from Pastors and other Weekend Celebration staff regarding AVL operation

OTHER FUNCTIONS

- Participate in staff related office functions including attending staff meetings and establishing and communicating regular office hours.
- Keep abreast of, and maintain knowledge of, church production and technical arts through conferences and other educational opportunities.
- Reasonable availability for ministry related emergencies.

KNOWLEDGE, SKILLS AND ABILITIES

- The character of a deacon as outlined in I Timothy 3:8-12.
- Observable alignment with The Vineyard Church statement of faith, vision, values, and practices (as stated in Team Vineyard.)
- Participation as a Team Vineyard member.
- If married, spouse's enthusiastic participation in the call.
- Tithe to The Vineyard Church.
- Affirmation of calling from the senior pastor and responsible overseer.

WORKING CONDITIONS

- Responsible to function under the supervision of the Director of Technical Arts & Production.
- Regular attendance to all Weekend Celebrations is expected.

Effective Date: 8-3-2026

_____	_____	_____
Lead Pastor Approval	Lead Pastor Title	Date

_____	_____	_____
Human Resources Approval	Executive Pastor Title	Date

The above statements are intended to describe the essential job functions and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel occupying this position.