

Job Description



Title: Video/Technical Arts Director
Status: Exempt (*salary*) Non-exempt (*hourly*)
Hours per Week: 40

Essential Duties and Responsibilities

- Design and implement progressive and engaging technology to creatively and effectively communicate the thematic elements for all worship services.
- Produce an audio/visual worship environment to promote worship.
- Design and oversee the technical equipping and operations of any future off-campus sites. This would include any transmission of media from the host site.
- Participate in programming weekend services and special events and contribute programming ideas.
- Produce dynamic and professional video projects.
- Oversee the lighting needs for the church.
- Work with the church's multimedia design firm and the volunteer website team in maintaining our website.
- Oversee preparation and uploading of weekly media content onto church's website.
- Oversee duplication of weekly media content for DVDs.
- Maintain, repair, and archive a thorough inventory of current video and lighting equipment throughout the LifePoint campus.
- Research new industry methods and request the purchase technology, which improves the department's ability and efficiency to meet ministry needs.
- Maintain the technology arts budget specifically related to video, lighting, and the website.

Supervisory Responsibilities

- Recruit, lead, train, equip, and evaluate volunteer tech teams for each venue of worship (video, lighting, projection, web media management, media duplication), coordinating schedules to make sure that all venues are supported with qualified volunteer team members.
- Provide tech support for all weekend services as well as non-weekend events (Christmas, Easter, Retreats, Weddings, Funerals, Memorial Services).

Core Competencies for this job To perform the job successfully, an individual should demonstrate the following competencies:

- **Organizing:** Gathers and organizes resources (people, funding, material, and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently.
- **Planning:** Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and road blocks; measures performance against goals; evaluates results.
- **Managing vision and purpose:** Articulates and supports the vision and mission of LifePoint Church; communicates a compelling and inspired vision for ministry; talks beyond the here and now to a larger sense of purpose; creates a compelling vision of possibility, hope and optimism; helps others to own the vision.
- **Managing conflict:** Deals with problems quickly and directly; steps up to conflict, seeing them as opportunities; reads situations quickly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.

- **Interpersonal relationship:** Relates well to all kinds of people, inside and outside the congregation; builds appropriate rapport; builds effective and constructive relationships; balances team and individual responsibilities; gives and welcomes feedback; uses diplomacy and tact; is regarded as a team player.
- **Trust and integrity:** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she teaches.
- **Dependability:** Is self-motivated and comfortable taking initiative. Reports to work promptly at scheduled times. Accomplishes the assigned duties as described in the job description for the position.
- **Safety and Security:** Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Computer Skills:** Performs certain tasks on the computer to successfully accomplish the job.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Committed, growing follower of Jesus Christ
- Skillful, knowledgeable, and experienced in technical arts systems maintenance and use
- Skillful, knowledgeable, and experienced in Microsoft and/or Apple computer operating systems
- Full working knowledge of live and post production video (Final Cut Pro, Adobe Premier, or other video editing software, video cameras, lighting for video, video switchers, and IMAG technology)
- The ability to work with stage lighting (ETC-Electronic Theatre Controls, intelligent lighting)
- The ability to work with multimedia presentation software (Media Shout or ProPresenter)

Physical Demands The physical demands needed for this job are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment The work environment characteristics for this job are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.