

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Associate Technical Director**

- Summary:** The Associate Technical Director supports and advances the ministries of Bethany Community Church by managing the preparation and implementation of audio, video, and associated technologies for all locations. The Associate Director provides reliable, consistent, and high-quality support related to A/V and IT peripherals.
- Location:** Bethany Central Services (office at Bethany Green Lake)
- Reports to:** Technical Director
- FLSA Status:** Exempt, Full-time

**KEY RESPONSIBILITIES**

- Direct and assist in the technical planning and coordination of worship services, special events, concerts, and productions across all locations
  - Oversee and coordinate site-to-site transmission of video elements to current and future locations
  - Prepare video and audio recordings for archive and online use
  - Collaborate with staff, volunteers, and other ministry entities to guarantee the delivery of video and media services according to industry standards with a spirit of excellence
- Recruit, equip, lead, and shepherd ministry volunteers, ensuring the technological aspects of worship are delivered as intended
- Oversee use and maintenance of all related equipment and systems
  - Perform weekly sound and hardware checks to ensure systems are properly set up
  - Conduct ongoing maintenance of all audio, video, lighting, and related equipment
  - Maintain an accurate inventory of all equipment
- Provide systems setup and support for special events (funerals, meetings, rentals, etc.)
- Work with vendors to ensure timely and professional assistance, as needed
- Assist in IT-related needs on a time-available basis, including:
  - Provide customer-support of day-to-day technology needs of the staff team, ensure functioning computers and other peripheral equipment (printers, etc.)
  - Assist in ensuring the smooth operation of network switches, routers, servers, wireless and other infrastructure, as needed
  - Update records of computers, servers, peripherals, software and other information technology systems
- Perform other duties as a member of the Bethany Central Services and Bethany Community Church Staff, or as the situation arises/assigned by supervisor

## QUALIFICATIONS

- Good grasp of current technology and the ability to influence/shape the A/V and technical ministry
- Working knowledge of audio, video, lighting, stage design, graphics, and projection systems
- Demonstrates a collaborative work style; able to build relationships and balance excellence in both product and process, generating confidence and enthusiasm among staff and volunteers
- Strong problem-solving ability, can handle issues as they come, with a clear head and a good attitude, even under pressure
- Strong organizational skills, able to maintain accurate records of all computers, servers, peripherals, software and other information technology systems
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ

## PREFERRED QUALIFICATIONS

- Ideal candidate would have a working knowledge/experience using the following systems:
  - Yamaha CL, QL, and TF sound boards
  - Waves Audio plug-ins and LV1
  - Shure wireless management
  - Dante
  - Byron Vista And ETC lighting controls
  - Amx control
  - Extron switching and controls
  - Panasonic Video switching and controls
  - ProPresenter media software
  - Blackmagic video distribution and controls
  - Live broadcast standards
  - Adobe Creative Suite
  - Cubase/Live and studio recording
  - Wirecast Encoding
- Able to terminate low voltage cables to include: cat5/6, XLR, 1/4inch, stage boxes
- Experience in mounting and rigging of truss, speakers, and lighting

## OTHER SPECIFICATIONS

- Work Schedule:* Typical work schedule is Sunday through Thursday, 40+ hours/week, some evenings and weekends required to support special events
- Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 60lbs.
- Working Conditions* Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.
- The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking.
- Non-smoking building and environment.
- Compensation:* Dependent on experience
- Benefits:* Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*