

TECHNICAL COORDINATOR



Position: Part Time

Reports to Worship & Engagement Pastor

“Formed in Christ for the Sake of Other and the Glory of God”

Job Overview

The role of the Technical Coordinator is to serve the Worship Pastor in overseeing and coordinating the technical aspects of the worship ministries at Rose Drive Friends Church. As a vital part of the Engagement Team, **the Technical Coordinator takes on the responsibility of guarding the culture and character of the A/V and Technical ministry by leading the team to grow in intimacy with Christ, fellowship with each other, and using their gifts and talents to influence others.** Job tasks and descriptions outlined below are subject to change and other duties may be assigned to support the needs of the ministry. Flexibility and reliability are major components of being a part of our team.

A Staff Member of Rose Drive Friends Church is:

- A Christ-centered leader who is actively being formed through a growing and holistic discipleship to Jesus, shaping their character, spiritual practices, and ministry leadership.
- A relational leader who takes responsibility for building Christian community and guiding others into meaningful participation in the life of the church.
- A self-starting leader who takes ownership of their role, casts clear vision, and moves ministry forward with creativity, excellence, and a desire to bring glory to God.
- A collaborative team player who champions the whole ministry of the church, works well in teams, and celebrates the success of others in pursuit of a shared mission and vision.

Primary Responsibilities:

- Coordinate, schedule, lead, and direct weekend services of lighting, sound, audio/visual equipment, and related volunteers, including ProPresenter, video switcher, and volunteer camera operators
- Run point and coordinate all technical aspects required to successfully run services, events, and other related activities on campus.
- Provide program support for special events, congregational meetings, and conferences
- Program ProPresenter, upload videos, lyrics, and assist in the preparation for weekend service sermon slides
- Run weekly Content Check with Worship Leader and Creative Director to ensure all Sunday morning content is ready.
- Lead service run through on Sunday mornings including sound check, Sanctuary, and outdoor patio service sound
- Schedule volunteers via Planning Center Online (PCO) and contact team members via text, email, and phone
- Recruit and train new team members and communicate A/V team roles and duties
- Manage and maintain the stage and its design, and lead the planning and installation of new stage designs
- Test equipment each week to ensure function (Mics, sound, videos, etc.)-
- Be able to act in an 'on-call' capacity for events that occur outside normal working hours
- Collaborate with campus partners and maintain a professional relationship to ensure all tech needs are met.

Secondary Responsibilities:

- Manage and maintain RDFC's security camera system, ensuring all cameras are functional, as well as pulling footage as requested
- Ability to assist RDFC's facilities team in various capacities as needed

Responsibilities for All Staff Members:

- Participate in Sunday worship services
- Craft a yearly personal spiritual formation plan
- Dedicate time each week for community building (i.e. Wednesday nights, small groups, etc.)
- Participate in special events and services that require all staff
- Assist other ministries as needs arise and provide back up for absent staff
- Other duties as assigned

Preferred Qualifications:

- Must possess a strong knowledge of acoustic systems and experience in live production (camera operation, switching, theatrical lighting, and audio)
- Experience operating audio and video equipment is required
- Previous management experience of related audio and video volunteer technicians
- Proficiency in ProPresenter, Ableton, and Dante