

*We exist to exalt Jesus Christ, to become His fully devoted followers
and to share His grace and truth with all people.*

**DIRECTOR OF TECHNICAL MINISTRIES
SALEM ALLIANCE CHURCH**

Department: Worship
Supervisor: Associate Pastor
Supervises: Technical Ministries Specialist
Volunteers: Recruits, Places, Develops, Encourages
Exempt Status: Exempt
License Requirement: No

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church and under the general supervision of an Associate Pastor, the Director of Technical Ministries oversees technical supports for the church, especially for the production of weekend services and special events.

DISTINGUISHING FEATURES OF POSITION: The Director of Technical Ministries plans and directs technical services performed by a Technical Team and required for the production of weekend services and special events. This position has broad responsibilities for the assessment, purchase, installation, use and assessment of equipment and software related to technical services. The Director of Technical Ministries position is supervised by and distinguished from an Associate Pastor that oversees an entire department and is a member of the Pastoral Management Team, or is supervised by another designated staff member. The Director of Technical Services supervises and is distinguished from the lower level Technical Ministries Specialist position that provides technical services, but does not have broad administrative and supervisory responsibilities.

CORE JOB FUNCTIONS: An employee in this classification shall perform core functions as outlined below. However, these core functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Leadership
 - Plan, organize, and supervise at the Director level, the work of assigned personnel; train, mentor, encourage and challenge them in their spiritual walk and ministry calling
 - Provide strategic, visionary leadership to Technical Ministries
 - Collaborate with the Associate Pastor of Worship & Tech to effectively coach, build up and develop staff within the department
 - Effectively tend to his/her soul and actively pursue personal spiritual growth and development through spiritual disciplines (e.g., prayer, Bible reading/study, soul care, spiritual relationships, church attendance)
2. Weekend Technical Director
 - Champion weekend technical director duties including lighting, sound, visual files (ProPresenter) and any other necessary components of a weekend service

- Oversee weekly set up for the platform, including essential aspects for the band and preacher
 - Oversee the tech team for the weekend and monitor front of house sound
 - Facilitate mid-week rehearsals for band and Friday tech rehearsals
 - Troubleshoot and oversee any potential technical issues, assure all sound & video is running effectively and smoothly
3. Operations
- Collaborate and work with Associate Pastor of Worship on all budgets as it relates to technical ministries; Set up, speak into and assure needs are being managed and met
 - Oversee technical support and events at Salem Alliance and Broadway Commons including but not limited to: planning, scheduling and implementation of all events, technical issues
 - Set up the technical staff schedule and work hours to cover the needs for Salem Alliance Church
 - Oversee all technical needs and teams for events (weddings, funerals)
4. Volunteers
- Recruits, trains and shepherd volunteers
 - Create and maintain volunteer scheduling in Planning Center
 - Ensure regular communication with volunteers
 - Set up and assist in volunteer meetings and trainings
 - Network and build relationship with potential volunteers, assuring volunteer needs are being met
5. Technical Systems and Software
- Working knowledge and ability to Troubleshoot the following systems: CL5 sound console, ETC lighting board and dimmer system, ProPresenter, Livestream system, projection system, wireless microphones, Dante system, RIO racks and Blackmagic switcher software, Bitfocus software, midi note translator, Aviom in-ear system, Behringer X32 and Behringer XAIR 18 sound consoles.
 - Update firmware and software as it relates to all technical systems
 - Develop and maintain a schedule for updating firmware and software on all technical systems
 - Oversee repair and maintenance of technical equipment
 - Collaborate with the Communications Coordinator to effectively create graphics and videos for webpages and social media

MINIMUM POSITION REQUIREMENTS: The equivalent of three or more years of full-time experience in a setting comparable to the church, overseeing the successful operation and troubleshooting of technical equipment including sound, video and lighting and technical techniques and systems.

Ability to:

1. Work collaboratively with pastors, worship leaders, technicians, office support staff, musicians and artists.

2. Read, understand, apply and teach technical materials related to church's equipment and software applications.
3. Troubleshoot and repair or oversee the repairs of technical equipment.
4. Assess equipment and software needs, identify and evaluate alternatives and make recommendations that are aligned with the church's vision.
5. Supervise personnel.
6. Anticipate and assess emerging trends in technical equipment and systems.
7. Handle details well while seeing the larger vision.

Knowledge of:

1. Sound reinforcement and modern sound applications.
2. Vendors and service-providers for acquisition and service of church's technical equipment and software.
3. Salem Alliance worship styles.

Other Requirements:

1. Strong relational skills.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here 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 essential functions.

While performing the duties of this job, the employee must: possess coordination and balance to traverse cat walks, climb ladders and install equipment, sometimes in awkward locations; must be able to regularly climb stairways to access equipment; must be able to operate technical equipment, requiring good dexterity, vision and aural skills; must possess mobility to work in office setting and utilize standard office equipment, including a computer. The employee is required to stand, kneel, crouch, walk, sit, use hands and to reach with hands and arms. The employee must be able to lift up to 70 pounds from the ground. The Director of Technical Ministries must have the physical and mental stamina to work a flexible schedule including weekends and some holidays; to work with large numbers of staff and volunteers simultaneously, to think clearly in the midst of pressure, to perform job responsibilities at multiple back-to-back weekend services, to keep track of multiple priorities and to meet multiple expectations. On occasion, work requires a stage presence before large audiences.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works mostly indoors and is required to use a variety of office and technical equipment. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. The employee must climb stairs many times each day to locations that have no elevator access. The employee may drive several times each week to attend meetings, make purchases or attend training.