



Technical Arts Associate Job Description

Reports to: Worship Arts Pastor
Department: Worship Arts Ministry

Classification: Full Time Support Staff
Updated: May 9, 2022

PURPOSE

To design, maintain, and manage excellent, modern production environments where people can connect with Jesus and His church in participatory worship

QUALIFICATIONS

1. Corporate
 - a. Testimony of faith in Jesus Christ as Savior and Lord
 - b. Has a maturing relationship with Christ and His church, and is reaching out to those who do not yet know Him.
 - c. Unreserved commitment to the purpose, vision, and core values of Constance Free Church
 - d. Ability to abide by the policies, procedures, and practices of Constance Free Church
 - e. Can subscribe without mental reservation to the EFCA Statement of Faith
 - f. Effective communication skills: written, verbal, and interpersonal
 - g. Derives satisfaction from serving as a team player in a collaborative environment
2. Position Specific
 - a. Proven team building, organizational, and leadership skills
 - b. Ability to oversee volunteer or paid workers
 - c. Advanced audio engineering abilities with relevant experience in a live production environment
 - d. Intuitive understanding of and passion for modern church music and production techniques
 - e. Energized by participatory worship, powerful audio mixes, and beautiful lighting.
 - f. Basic knowledge of theatrical lighting design and operation with a willingness to learn more
 - g. Demonstrated ability to produce excellent production work that will align with the values of Constance Free Church
 - h. Experience in, or willingness to learn Pro Presenter software
 - i. Experience in, or willingness to learn Planning Center Online
 - j. Excellent computer skills with a high ability level in MacOS.
 - k. Is available for regular office hours Monday through Thursday, Sunday morning worship services, Wednesday evening rehearsals and programming, and occasional other times for special events, services, and rehearsals

Please send resumes to Worship Arts Pastor Nate Kirby
nkirby@constancefree.org



RESPONSIBILITIES

1. Oversee integration, installation, maintenance, and utilization of audio and lighting systems across all venues. (30%)
 - a. Provide training on audio, media, and lighting systems for staff and volunteers to operate equipment across all venues
 - b. Provide technical support (either directly or via training of staff and volunteers) for Constance events and ministries including conferences, weekly gatherings, student ministries, and funerals
 - c. Oversee audio/video support for facility rentals; work or staff events as necessary
 - d. Design, maintain, and setup audio and lighting equipment in the Auditorium, Traditions, and Student venues.
 - e. Support the Video Producer by assisting with installation and maintenance of video equipment including projectors, computers, cameras, switchers, etc...
 - f. Monitor technical equipment life cycles and advise the Worship Arts Pastor and Pastor of Administration on equipment maintenance and purchases accordingly
2. Oversee audio and lighting efforts for Constance worship services (40%)
 - a. Serve as the lead audio engineer for Constance Free Church
 - i. Personally mix audio regularly in the Auditorium venue for a variety of worship services including, but not limited to, regular Sunday morning auditorium services and other church services including Easter, Christmas, Thanksgiving, Good Friday, etc.
 - ii. Recruit, train, and oversee front-of-house and broadcast audio engineer volunteers
 - b. Serve as lead lighting designer for Constance Free Church
 - i. Train and oversee volunteer lighting operators for auditorium worship services.
 - c. Provide technical support and training for Traditions service volunteers
 - d. Set stage and prepare audio equipment weekly for worship services and rehearsals
 - e. When not personally mixing audio, serve as producer and manager at front-of-house to lead and encourage volunteer team.
3. Serve on the worship arts ministry team (30%)
 - a. Attend and participate in meetings and other gatherings as required by Worship Arts Pastor including, but not limited to, weekly team meetings and frequent all-staff gatherings for prayer, inspiration, and fellowship
 - b. Lead the design and construction of all stage sets, collaborating with the Worship Arts Team. Develop volunteer team to help with stage and lighting changes.
 - c. Organize and maintain the stage and backstage areas for the auditorium and community room
 - d. Collaborate with the Worship Arts Team to continually evaluate, develop, and infuse a vision of modern, participatory, evangelistic worship within the volunteer team.

RELATIONSHIPS

The Technical Associate will report directly to the Worship Arts Pastor for support, accountability, and direct supervision, collaborate regularly with rest of the Worship Arts staff, lead volunteer teams, and communicate occasionally with outside vendors and organizations.

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