

Fairview Village Church of the Nazarene
Celebrate, Connect, Care

Technical Director

Job Description

ACCOUNTABLE TO: Worship Arts Pastor

DIRECT REPORTS: PT Audio/Visual Technician, PT Media Administrator

ROLES AND RESPONSIBILITIES:

Staff Member

- Accountable to Worship Arts Pastor
- Embrace FVC philosophy, vision and mission as defined by leadership
- Participate in a small group associated with FVC and its mission
- Participate in scheduled staff meetings

Management Responsibilities:

- Will be responsible to embrace and execute the systems and policies of the church
- Will be responsible to attend and represent their team at meetings and communicate information to their team
- Will be responsible to participate in budget planning and managing budget throughout the year
- Will be responsible for reporting accurate and detailed information
- Will be responsible for developing and executing a business plan each year

Primary Responsibilities

- Oversee all Audio-Visual Production for all ministries and campuses as developed, including weekly services, open mics, and special events.
- Maintain Audio-Visual Equipment
- Create content for assigned social media posts
- Manage weekend video content
- Manage and schedule Media volunteers.
- Cast the mission and the vision of the church to volunteer team
- Recruit and train media team volunteers
- Ensure the overall weekend worship Audio Visual Production is impactful, effective, and on target regarding content, style, and structure
- Oversee other assigned projects, including responsibilities for Lights in the Village, AV installation projects, and other ministry-related Audio Visual support requests
- Will oversee set design and AV production in alignment with the Worship Tech Philosophy

Team Development and Management

- Is responsible for overseeing the spiritual, professional development on their team
- Will oversee the Audio Visual Technician as they execute their Job
- Will oversee the Media Administrator as they execute their Job
- Will develop a culture of excellence around their teams
- Will promote recruitment as a major part of their ministries

Physical and Mental Requirements:

- General skills in
 - (1) Writing
 - (2) Speaking
 - (3) Reading
 - (4) Math
 - (5) Reasoning
- Frequent use of computer. Mac and Windows
- Knowledge of Audio Visual Equipment and use
- Occasional driving; active driver's license required.
- Frequent balancing, bending, stooping, reaching, pushing, pulling, climbing and standing.
- Physical requirement with occasional lifting/carrying of objects weighing up to 50 lbs.

ENVIRONMENT CONDITIONS:

- Works Primarily indoors.
- Frequent exposure to steps, stairs and uneven surfaces.

WORK SCHEDULE:

- Office hours are 8:30 to 5:00 M-TH
- Wednesday Rehearsal 5:30 to 9:00
- Sunday 7:00am to 12:30pm
- Other times may vary according to ministries and events.

REVIEWS: Annual

All other tasks as assigned by the Worship Pastor

_____ Supervisor	_____ Date	_____ Employee	_____ Date
Job Title: Worship Arts – Tech Director Revised: 2021.06.17		Fairview Village Church of the Nazarene Fairview Village, PA 19403	