



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

CAMPUS TECHNICAL COORDINATOR-PART TIME

Job Classification: Non-Exempt | Part Time, 25 hours per week

January 2019

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. A high anticipation of God's presence at all worship services and special events because they are supported with technical excellence.
2. The mission of Hill Country Bible Church is advanced: Each of us, together... saturating Greater Austin with the love of Jesus.
3. Church-wide and special events (Christmas, Easter, Concert of Prayer, Concert of Praise, large conferences, and other major church-wide events) are supported with excellent technical and production support.
4. Focused technical support to one of our Hill Country Campuses as assigned.
5. Healthy volunteer teams are engaged in meaningful ministry and are continually being recruited, trained, and empowered; leaders are developed and given greater ownership of the ministry.
6. Hill Country technical equipment (AVL) is administered and maintained at a high level.
7. Hill Country ministries and Hill Country Christian School (HCCSA) receive timely and excellent technical support, resourcing, and training to move the vision forward.

MAJOR RESPONSIBILITIES AND ACTIVITIES (15HRS):

1. Assist with installs and the preventative maintenance of AVL equipment at all Hill Country Campuses.
2. Setup and operate tech equipment as assigned by the Production Director for various events/ministries throughout the week (including but not limited to Worship rehearsals, Bible Studies, Celebrate Recovery, HCCSA events, Weddings/Funerals, Staff Meetings, etc.).
3. Cross train on all IMAG equipment for any Sunday programming/production needs and events outside of Sunday mornings. Program lights, sequence and setup ProPresenter, and run sound as needed.
4. Quickly identify problems and make "on the spot" appropriate fixes (short term solutions); evaluate, diagnose and make proper repairs/replacement for equipment on an ongoing basis (long term solutions) in collaboration with the Production Director.
5. Engage in weekly Production Team meetings, church staff meetings, and one on one meetings with Production Director.
6. Commit to personal evangelism; participate in church-wide initiatives; adopt campus-wide practices for consistency in all AVL, service flow, and service style.

MAJOR RESPONSIBILITIES AND ACTIVITIES FOR DESIGNATED HILL COUNTRY CAMPUS (10HRS):

1. Oversee the technical execution, FOH mix, and video stream of the assigned Hill Country Campus.
2. Coordinate and schedule volunteers for Sunday services and other events using PCO (Planning Center Online tool).
3. Provide high level support for AVL (as well as troubleshoot in the moment) for all rehearsals, setup/teardown, Sunday services and special events (ministry specific/or outreach) sponsored by the campus
4. Recruit, train, and empower volunteer teams to serve the technical, video and sound needs; build relational capital with the campus family/community; develop leaders
5. Work with the Campus Staff to meaningfully integrate technology into all aspects of the service as well as to support the band/vocal/message and environment needs
6. Follow AVL preventative maintenance schedule on all systems and gear related to the campus
7. Consult with the Production Director for any updates/replacements/installs needed for the campus

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong AVL technical and production skills. Live sound mixing on digital consoles is a must. Lighting design and programming, projection setup, and video production (live capture and streaming) is bonus. Training will be provided.
2. Knowledge of signal flow and troubleshooting.
3. Ability to lead and train volunteers from a position of “servant leadership”.
4. Strong work ethic – ability to complete weekly tasks in timely manner with a servant heart.
5. Flexible – must be able to do what it takes to make things happen.
6. Multitasking – must be able and thrive moving from one task to another in an efficient manner.
7. Teachable.
8. Team player. Ability to work within a strong collaborative environment.
9. Must be able to lift various types of AVL equipment and staging, climb ladders, and operate lifts working at various heights.
10. Ability to work with Mac OS, ProPresenter, Planning Center Online, Jands Vista Byron, and Living as One. Advanced training provided.
11. Availability to work Sunday worship services, Christmas Eve and Easter, and some evenings as needed.

CULTURE AND CLIMATE:

1. Position reports to Danny Isom, Production Director as part of the Production Department.
2. Staff culture is goal-oriented, collaborative, with accountability
3. Core Values: Responding to God’s Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves