



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Technical Director

EFFECTIVE/REVISED: September 2020

SUPERVISOR'S TITLE: Director of Production

DEPARTMENT: Production

CAMPUS: X Anaheim

+ Campus [specify: _____]

CATEGORY:

+ EXECUTIVE	+ DIRECTOR	■ STAFF
+ PASTOR	+ MINISTER EXEMPT	+ NON-MINISTER

+ OTHER _____

PAYROLL STATUS:

+ FULL TIME	+ PART TIME	WEEKLY HOURS _____
+ MINISTER EXEMPT	■ EXEMPT	+ NON-EXEMPT

01. Summary of Position:

Manage the planning, installations, operating, and maintenance of audio, video, and lighting equipment for services, conferences, and special events for the Anaheim campus. Work under the Production Director to bring excellence in execution, leadership, and development of volunteer teams for the Anaheim campus. Influence and assist managing audio, video, and lighting aesthetics for all Eastside campuses, system configurations and expectations for Eastside volunteers and contractors.

02. Duties and Responsibilities:

- Develop and manage volunteers for Eastside's Anaheim auditorium
- Document and maintain production systems for Anaheim campus
- Provide expertise for conceptual projects, purchases, installations and events in audio, video, and lighting
- Manage design, installations, and maintenance of production systems at Anaheim campus
- Programming 10% - Administration 70% - Tech 10% - Installations 10%
- Assist other ministries with Production needs and trainings
- Knowledge of Rigging, Motors, and Safety Equipment
- Lead and/or attend pre-planning meeting and rehearsals
- Operate audio, video, and/or lighting equipment for rehearsals, services and special events
- Complete designated scheduling, onboarding, and training of volunteer teams
- Perform other responsibilities as assigned by the supervisor.

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

03. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord
- Must be a member of Eastside Christian Church and having been baptized by immersion.
- Must have a heart for serving God and others.
- Must have an education level of 2 years / degree or have comparable experience.
- Must have 3 years of related experience.
- Must have computer skills in Mac & PC
- Special requirements / training / additional qualifications:
 - Proficient in Digital Audio Consoles, Conventional and Intelligent Lighting, and Video Switching, systems
 - Proficient with setting up and configuring audio, video, and lightings systems
 - Proficient with fork, scissor, and boom lifts
 - High level of managing multiple projects and multitasking
 - Leading and managing people and teams

04. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.
- Other duties as assigned

05. Physical Demands & Work Environment:

- Must be able to lift and / or move at least 100 pounds
- Must be able to perform work in heights of 30 feet or greater
- May be required to work late hours to hit target deadlines
- May need to operate various lifts and/or vehicles for loading/unloading trucks or delivering items to various locations

We concur with this Job Description.

Staff Member

Supervisor

Date