

JOB TITLE: Worship and Technology Coordinator

DEPARTMENT: Worship and Music

REPORTS TO: Director of Worship and Music

REVISION DATE: 06/22

JOB SUMMARY: The Worship and Technology Coordinator coordinates all general Audio/Video/Lighting services required for NELC events and ministries, primarily the worship services, as well as forums, meetings, funerals, weddings, and other special events. Recruits and trains volunteers to set up and run all AV equipment. Oversees that the AV needs are met in a satisfactory manner. Performs all defined services and other related duties in accordance with the mission, vision, and values of the church.

PREREQUISITE QUALIFICATIONS:

- A. Education:
 - Bachelor's degree in related field, i.e., Audio-visual Technology, Communications, Journalism, Broadcasting, etc.
- B. Experience:
 - A minimum of 2 years' experience in running a variety of equipment utilized for worship and/or special event productions.
- C. Skills, Knowledge, and Abilities:
 - High language, math, and reasoning abilities.
 - Experience with all aspects of live and studio production execution, maintenance, and troubleshooting.
 - Proficient with event visuals including in-house projection, digital broadcast, lighting design, and recording.
 - Familiarity with audio operation including audio consoles, microphones, mixing/mastering, and recording.
 - Able to interact with, direct, and coordinate staff and volunteers, often under deadline pressure.
 - Good organizational and communication skills.
 - Able to execute technical operation and troubleshooting calmly and efficiently.
 - Must be creative and flexible with an eye toward artistry and excellence.
 - Willing to continually grow by re-watching services, watching other churches' production techniques, and being engaged with current worship production trends.
- D. Physical Demands:
 - Ability to work with/arrange cords and wires, manipulate control boards, computers, and other necessary equipment.
 - Must be able to sit and/or stand for several hours at a time.
 - Must be able to lift/move equipment up to 50 lbs.
 - Must have excellent hearing and eyesight
 - Able to work and navigate within a raised video booth

DUTIES, TASKS, RESPONSIBILITIES:

- A. Monitors/manages all NELC AV technologies and equipment
 - Understands and learns AV technologies.
 - Ability to operate and train in all areas of the production booth (audio, video, lighting).
 - Upgrades professional knowledge and skills on a continual basis.
 - Applies trouble-shooting skills, makes appropriate recommendations, and follows through to resolve equipment problems/issues in a timely fashion.
- B. Directs and supervises volunteers and staff to respond to NELC AV needs.
 - Oversees the sound booth in the Worship Center.
 - Actively recruits individuals with technology gifts and experience.
 - Arranges training for all AV technicians.

- C. Prepares all service-related visuals and video content
 - Prepares, arranges, and proofreads visual elements used during all events, such as worship lyrics, motion backgrounds, announcements slides, sermon slides, special videos, slideshows and etc.
 - Catalogs, maintains, and is responsible for video files and records for easy retrieval.
 - Keeps current with worship trends, music, visual arts, and media and remains diligent in expanding NELC's resources for relevant worship experiences.
 - Serves on the Creative Team to provide high-level vision casting for worship services.
 - Weekly recording, editing, and distribution of a 30-minute televised service.

- D. Coordinates all AV support, as needed and requested by other staff and ministry volunteers
 - Serves as primary scheduler for NELC AV requests.
 - Assesses AV needs and primary liaison for AV needs for the Family Life Center, Bethel Hall as well as other ministry areas.
 - Assign tasks to staff and volunteers in line with AV requests and needs.
 - Schedules volunteers/staff members to cover requests. (i.e. weddings, funerals, special events and etc.
 - Works cooperatively with other groups and performers who use NELC facilities and equipment.

- E. Administers and performs administrative duties
 - Maintains inventories and records of equipment repair and purchase, including warranties, and other related documents.
 - Assures compliance with copyright laws as well as other laws and guidelines pertaining to the distribution and use of resources.
 - Develops and communicates schedule for AV assistants.
 - Notifies Executive Secretary regarding payment for wedding and funeral coverage.
 - Develops a technology budget and monitors spending to be in line with approved expenditures.
 - Performs other related duties as assigned.

- F. Adheres to all safety policies and procedures
 - Knows and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations.
 - Maintains a safe working environment and practices safe working habits.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Signed

Date

MISSION

Living together in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.

VISION

"Getting Our Hands Dirty for the Cause of Christ!"

VALUES

