

Job description

JOB TITLE: Worship and Technology Coordinator DEPARTMENT: Worship and Music

REPORTS TO: Director of Worship and Music REVISION DATE: 8/24

MINISTRY PURPOSE: The Worship and Technology Coordinator adheres to NELC's performance expectations as outlined in the NELC Employee Handbook and performs all defined services and other related duties in accordance with the Confession of Faith and with the mission, vision and values of the church described in the NELC By-Laws.

SPIRITUAL QUALIFICATIONS:

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Strive to show by example the importance of the spiritual disciplines of worship, Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Understand and agree with NELC's Confession of Faith, Speaking the Truth in Love document, and mission.

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.

QUALIFICATIONS:

- Have a personal relationship with Jesus Christ.
- Be committed to furthering NELC'S mission as a faith- based ministry.
- Agree to uphold the Confession of Faith as described in the NELC By-Laws.
- Be willing to submit to and honor the standards and expectations outlined in the NELC Employee Handbook.

A. Education:

- Bachelor's degree preferred but not required, 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 rewatching 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.

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.
- Develops a technology budget and monitors spending to be in line with approved expenditures.
- Performs other related duties as assigned.

SAFETY:

- Adhere to all safety policies and procedures.
- Maintain a safe working environment and practice safe working habits.
- Know and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations.

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.

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

- Responsiveness
- Holy Discontent
- Leading Beyond our Walls
- Relationships

Job Type: Part Time

Salary: \$18-25 an hour

Schedule:

- Day shift
- Evening shift
- Weekend availability

Ability to commute/relocate:

- Cedar Falls, IA 50613: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person