

JOB DESCRIPTION – TECHNICAL MANAGER  
VIENNA PRESBYTERIAN CHURCH

ADMINISTRATIVE

UPDATED: June 16, 2021

POSITION TITLE: Technical Manager

CLASSIFICATION: Full-time, Exempt, Salary

REPORTS TO: Director of Worship & Music

DIRECT REPORTS: AV Technicians, AV Volunteer Team

COMMITTEE, BOARD AND OTHER RELATED MEMBERSHIPS: Worship Planning

SUMMARY OF THE POSITION

The Technical Manager is responsible for overseeing all audio, video, and lighting for all worship services and events within VPC and any applicable off campus VPC-sponsored events. In addition to technical responsibilities, the Technical Manager is responsible for setting the spiritual tone for the Technical Ministry.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

- Provide technical support throughout the VPC campus; specifically, for worship services, weddings, funerals, and special events.
- Maintain a reliable system for providing technical support for all worship services and events. This includes (but is not limited to):
  - Audio mixing, monitor mixing, and audio recording
  - Lighting production
  - Switching with multiple cameras
  - Video recording, and live streaming production
  - ProPresenter/PowerPoint presentation
  - Prepare stage for rehearsals, worship services, and events
  - Initiate successful communication with pastors, Director of Worship and Music, Operations Coordinator, ministry leaders, and Congregation members in order to help facilitate A/V needs.
- Ensure that every worship service and event at Vienna Presbyterian Church is vibrant, distraction-free, and technically well supported.
- Oversee stage set-up for Sunday morning and special events.
- Recruit, train, equip, schedule, and lead A/V staff and volunteers. Create a healthy rotation of A/V staff and volunteers. Begin moving into spiritual mentoring relationships with volunteers.
- Update and maintain production technologies:

- Ensure that church technologies are in working order
- Advise on future purchases
- Oversee any technical installation
- Keep reliable records for purchases and licensing
- All production technologies are at or approaching industry standards.
- Keep track of maintenance and inventory of all AV equipment, including projector carts, and television and DVD sets.
- Complete the day-to-day maintenance projects as well as new equipment installations, or serve as the point of contact in contracting the work out to a vendor.
- Work with Worship Leaders and pastors to develop worship and service slides. Develop consistency between sermon slides between pastors.
- Enhance, expand, and maximize the efficiency of the video aspect of our technical ministry.
- As requested by the Director of Worship & Music, prepare budget numbers for the annual budget.
- Submit the budget to and report to Director of Worship & Music monthly on status of the budget as it pertains to the sound and audio visual needs for the church.

#### QUALIFICATIONS

- A fully-devoted Christ-follower and fully support the ministry of Vienna Presbyterian Church. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry. His/her daily walk with God will be an example to others with which he/she interacts.
- Must have broad hands-on experience with technology in a modern worship production environment.
- Experience in a Technical Manager role at a large church preferred.
- Expert knowledge of audio systems and large-format digital console; and media in the context of worship services.
- Detailed knowledge of live and streaming video environments; projectors, displays and video transmission
- Detailed knowledge of Planning Center & ProPresenter Online software
- Expert knowledge of lighting in the context of worship services; and knowledge of theatrical, intelligent, LED and lighting for video.
- Ideal candidate is highly tech-savvy, able to learn and master new technology quickly and thoroughly
- Expert knowledge of audio/video/lighting signal flows and strong ability to troubleshoot in all of these environments
- Excellent leadership skills and must possess a teachable spirit and collaborate well in a team environment.
- Extremely strong interpersonal skills
- Ability to embrace and pursue artistic and spiritual excellent attention to details
- Very strong organizational abilities and excellent attention to details
- Ideal candidate is one that shows initiative, perseverance, and possesses a "whatever it takes" attitude

- Ability to be flexible in an environment that is subject to spur of the moment change
- Must have the ability to coordinate several activities at once and quickly analyze and resolve specific problems