

**Job Description for
Associate Director of Technical Services/Facilities**

Responsibilities:

1. Assist the Director of Technical Services in managing inventory, upkeep and purchase of all church-owned, media-related equipment.
2. Work with Media Pastor to establish and maintain effective procedures for requesting and using equipment, facilities and operators.
3. Consult with Media Pastor/outside vendors/church teams on media-related aspects of facility design/enhancement.
4. Assist the Director of Technical Services in managing technical staffing and equipment needs for church events, church-sponsored events, and church events away from main campus.
5. Assist the Director of Technical Services in cultivating and maintaining an educated, dependable group of laypersons to perform technical duties as needed.
6. Participate in worship and event planning and production.
7. Work with the Director of Technical Services to develop and manage special projects dealing with the design, retrofit, enhancement and function of technical systems in all facilities.
8. Maintain a working knowledge of latest media technologies through personal study and participation in conferences, seminars and exhibitions.
9. Assist the Director of Technical Services in managing and building technical/facilities staff as needed.
10. Maintain an orderly work environment in all office, storage and work spaces.