

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

Responsibilities:

1. Manage 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. Manage technical staffing and equipment needs for church events, church-sponsored events, and church events away from main campus.
5. Cultivate and maintain an educated, dependable group of laypersons to perform technical duties as needed.
6. Participate in worship and event planning.
7. Collaborate with other areas of media department on projects as needed.
8. Maintain a working knowledge of latest media technologies through personal study and participation in conferences, seminars and exhibitions.
9. Work with computer services, media pastor and outside vendors to improve internal communication among staff members, ministries and the church body.
10. Manage/build technical/facilities staff as needed. Build as opportunities and needs arise, and as funds become available.
11. Maintain an orderly work environment in all office, storage and work spaces.
12. Work with Media Pastor and administration department to maintain an orderly system of spending and accounting in all matters related to the church.

## **Job Description for Director of Video/Film Projects**

### Responsibilities:

1. Work with Media Pastor and Director of Technical Services/Facilities to manage, maintain and acquire video/film equipment as needed.
2. Work independently or coordinate with participants in various ministries to create original video and film product.
3. Coordinate transition from present weekly broadcast of traditional service to future broadcast of contemporary service (and possible continuation of broadcast of traditional service).
4. Create promotional spots for broadcast.
5. Work with Media Pastor to hire additional staff members as positions are needed or as funds become available.
6. Participate in worship and event planning, including coordination of video and film clips, cameras for IMAG and use of video screens within worship services and events.
7. Collaborate with other departments on projects as needed.
8. Coordinate video/film interests for mission trips and off-campus events.
9. Work with outside vendors/new media department to provide video for use on website, other new media projects.
10. Teach classes on video/film production through church ministries.
11. Consult with Media Pastor, Director of Technical Services/Facilities, outside vendors and church teams on video/film-related aspects of facility design/enhancement.
12. Cultivate and maintain an educated, dependable group of laypersons to perform video/film-related duties as needed.
13. Maintain a working knowledge of latest video/film technologies through personal study and participation in conferences, seminars and exhibitions.
12. Maintain an orderly work environment in all office, storage and work spaces.
13. Work with Media Pastor and administration department to maintain an orderly system of spending and accounting in all matters related to the church.