



## **POSITION DESCRIPTION**

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Title: Tech Director

Position Status: Part Time , 12-15 Hours/Week

Campus Report: Skagit Campus Pastor

Department Report: Bellingham Tech Director

## **POSITION PURPOSE**

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- To prepare, execute and oversee sound, video and lighting elements for Cornwall Church Skagit's weekend services and events.

## **ESSENTIAL POSITION FUNCTIONS**

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- CAM meeting with Campus Pastor and Worship Director
- Sunday Service, Mid-Week Rehearsal, Refuge service and special events:
  - Arriving early to pre-check all sound/video/lighting elements.
  - Accessibility and live mixing during rehearsal, run through and service.
  - Leading volunteer technical team.
- Stage Design
  - Coordinating with Bellingham Campus to replicate or match stage designs for series.
- Light Design
  - Creating lighting to complement stage designs and special events.
- Overall, ensuring the technical elements at the Skagit campus are in sync with plans at the Bellingham campus.

## **ADDITIONAL RESPONSIBILITIES**

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- Keep your first love first. God must remain your greatest priority, the one you love most.
- Set an example of character and live above reproach in personal and public lifestyle.
- Pray for our staff, volunteers, church, and invite others to 'Pray First'.
- Oversight and/or execution of video playback via ProPresenter and Pro Video Sync.
- Audio engineering oversight and/or execution of Front of House mixing and MyMix monitor system.
- Oversight and/or execution of DMX lighting system and lighting design.
- Video recording service and uploading post-service.

- Enlisting and training volunteers to lead and serve with excellence in all areas of technical production and utilizing Planning Center to schedule those teams.
- Equipment maintenance, keeping accurate inventory and ordering supplies, as needed.
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- Planning/serving at Cornwall Church Skagit events (i.e. Christmas services, Refuge, Easter, Year End Celebration, etc.) that support the strategy and vision of the church.
- Meetings
  - Meet with Campus Pastor for a one-on-one meeting weekly.
  - Attend monthly Cornwall Church Skagit staff meetings.
  - Attend monthly Cornwall Church all staff meetings.
- Assist Campus Pastor to oversee the budget for technical needs.
- Maintain communication with Cornwall Church Bellingham Technical Director.
- Seek out personal training and growth opportunities as the Technical Director.