

<b>Job Title:</b>	Tech & Media Assistant 2
<b>Area of Church Operations:</b>	Worship
<b>Reports to:</b>	Tech & Media Director
<b>Classification:</b>	Non-exempt
<b>Status:</b>	Part-Time Employee

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## **SUMMARY**

The Tech & Media Assistant 2 position oversees and provides technical support for services in the Chapel.

## **ESSENTIAL FUNCTIONS**

- Oversees and provides technical support for services and rehearsals in the Chapel, including media, audio, lights, etc.
- Collaborates with the Venue Pastor, Worship Pastor, Worship Leader to ensure a cohesive Chapel service experience
- Sets up and tears down equipment for services and rehearsal
- Creates lighting and video scenes for the Chapel services
- Acts as primary contact for technical, operational, and equipment troubleshooting in the Chapel
- Identifies and documents equipment and technology issues; immediately informs the Tech & Media Director
- Assists in the maintenance of equipment
- Collaborates with the Chapel Worship Leader in the testing of music tracks and musician technical needs
- Develops, trains, and supervises tech volunteers for the Chapel services
- Performs other tasks as assigned

## **REQUIREMENTS, SKILLS, AND EXPERIENCE**

### **Spiritual**

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

### **Personal**

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

### **Professional**

- High school diploma or equivalent
- 2+ years of professional A/V experience
- Demonstrates reliability, accountability, initiative, and promptness in work

- Professionalism toward co-workers and others
- Good organizational skills
- Ability to multi-task, troubleshoot, and use sound judgement

#### **TIME COMMITMENT**

Up to 8 hours per week, including Sundays and a mid-week evening

#### **SUPERVISORY RESPONSIBILITY**

No direct reports

#### **PHYSICAL DEMANDS**

The employee occasionally is required to sit, stand, climb, and kneel. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### **WORK ENVIRONMENT**

This job operates in a multipurpose. This role routinely uses equipment such as computers, audio/video equipment, etc.

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **SIGNATURE**

*Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.*

Employee\_\_\_\_\_ Date\_\_\_\_\_

faith church