

Job Title: Technology & Media Assistant  
Reports to: Technology & Media Director  
Classification: Non-Exempt  
Status: Part-Time

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## SUMMARY

The Tech & Media Assistant supports the Technology & Media Director with systems maintenance and LIVE venue production preparations. S/he serves as the primary audio engineer for Faith Church.

## ESSENTIAL FUNCTIONS

- Prepares and programs audio systems for weekly services
- Prepares stage patching and line testing
- Provides monthly maintenance of audio, video, and lighting systems for Hamilton Campus
- Develops, trains, and coaches audio volunteers
- Maintains audio standards in alignment with *Faith Church Production Philosophy*
- Attends and participates in relevant meetings, including meetings with the Technology & Media Director
- Performs other relevant 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
- Serves the greater vision of Faith Church to help people find and follow Jesus - those who are Christ followers, those far from God, and everyone in between
- Assists in cultivating an engaging culture that is aligned to Faith Church's purpose and values

### 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
- Demonstrate a high level of computer literacy
- Proficient in worship presentation software (e.g., ProPresenter)
- 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

20 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