



Technical Engineer

Reports to: Executive Producer

We will help people find and follow Jesus. We will be a church where people drifting from God can rediscover life by creating irresistible environments where people pursue God, connect with others and make a difference with their life.

POSITION SUMMARY: Working under minimal supervision, bring vision, execution and leadership to technical production at Heartland Community Church. Provide ongoing training for volunteers and paid staff on technical equipment. Maintain comprehensive, professional-level competency of live event production systems including: audio, lighting, and stage. Work on routine to complex functions.

ACCOUNTABILITIES:

Technical

1. Provide ongoing training to Production Team, ensuring thorough understanding of the operation of technical systems.
2. Manage all technical production systems for the entire Heartland facility (all venues, the mall, bookstore, children's rooms, conference rooms, offices w/ AV capabilities, etc.); utilize the expertise of independent contractors for specific needs.
3. Create and construct new set and stage design 4 times per year (1 per fiscal quarter) for the Main Auditorium, working with the Creative Director and Executive Producer to provide stage looks that enhance weekend and special event experiences.
4. Provide live production support for ministry events as necessary for lighting, stage, and audio, as well as other duties as assigned by supervisor.
5. Anticipate and stay current with technology developments for lighting, audio, and scenic elements.
6. Ensure all technical equipment is operating properly at any particular time or event. Utilize the expertise of the Executive Technical Director to assign service or direction.
7. Provide oversight and direction to volunteers and staff to ensure that the stage areas are clean, in good operating condition, and are ready for designated public services and special events sponsored by Heartland.

Leadership

8. Ensure that all ministries have trained production personnel to facilitate the needs for ministry programs such as sound, video, lights, staging requirements, etc.
9. Recruit, train and lead a team of volunteers to build sets, program and operate lighting for the weekend experience.

Management Responsibilities

1. Participate in the recruiting and hiring process for direct reports and associated staff members, together with Human Resources, by interviewing candidates and discerning the best candidate choice to further the mission of the ministry.
2. Provide clear on-boarding process and training for all new team members.
3. Conduct individual and combined meetings with direct reports to keep each other informed of current and future activities and share ideas. Evaluate results of recent activities to identify best practices and make suggestions for enhanced effectiveness.
4. Conduct regular feedback sessions and performance reviews for direct reports in order to establish measurable goals and evaluate results. Guide staff toward performance that reflects excellence, following through with appropriate corrective action when necessary. Corrective action could include termination of employment.
5. Develop and maintain a budget in collaboration with Heartland's Chief Financial Officer and Executive Technical Director.
6. Provide Matthew 18 coaching, shepherding the parties toward resolution of the situation. Refer extreme cases to the Elders.

We will pursue full devotion to Jesus Christ by passionately loving Jesus, ruthlessly eliminating ego, courageously living in grace and truth, unconditionally trusting God and selflessly extending compassion.

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Required skills:

1. Follower of Jesus Christ; growing, yet mature follower of Christ called to ministry.
2. Demonstrates effective written and verbal communication skills.
3. Bachelor's degree or equivalent experience in Live Production or related field.
4. Demonstrated comprehensive understanding of live production audio, video and lighting systems design and operation.
5. Demonstrated proficiency in Jands Vista lighting software.
6. Demonstrated experience working independently to meet deadlines and accomplish assigned tasks.
7. Demonstrated experience building and leading others.
8. Demonstrated experience training others in technical equipment use.

**THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

Revised 0706/2017

I acknowledge receipt of this job description and understand that I am accountable for knowing and performing the accountabilities listed above for the mission of helping people find and follow Jesus.

Print Name: _____

Signature: _____

Date: _____

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