Technical Production Director
Salem Covenant Church
Job Description

Reports to: Executive Pastor
Status: Part-Time
FLSA: Non-Exempt

Position Summary: The Technical Production Director will be responsible for overseeing the audio, video, lighting and media needs of the traditional worship services and special events/services held in the sanctuary, as well as providing leadership and training for staff and volunteers operating the equipment.

Essential Functions:

- Provide and oversee technical support for traditional worship services and special events/services (audio, video recording and streaming production, lighting, ProPresenter/PowerPoint presentations).
- Recruit, train, equip, and schedule volunteers to support worship services.
- Maintain production equipment, making recommendations for updates as needed.

Other Responsibilities:

- Support Salem's mission, ministries, policies, and procedures.
- Represent Christ's love and care in contacts and relationships with church members, co-workers, visitors, and the community beyond Salem.
- Attend training workshops and classes.

Minimum Qualifications:

- Experience in working with audio, video and lighting equipment, able to learn new technology quickly and thoroughly.
- Function collaboratively with staff and volunteer teams.
- Available to be present for worship services (Sundays: 7:30a.m.-11:30a.m.)
- Available to assist with Advent/Christmas and Lent/Easter services.

Core Competencies:

- **Spiritual and emotional maturity**: Loves Christ, the Church, and people wholeheartedly and well, and leads others to do so, too, by word, action, and example. Exhibits and nurtures a deep and growing spiritual life, emotional self-awareness and health, and strong, mutually supportive relationships at home, with friends, with colleagues, at church, and beyond.
- **Humble**: exhibits humility, shares credit, quick to point out the contributions of others and slow to seek attention for his/her own, emphasizes team over self, and defines success collectively rather than individually. Humble team players neither think too highly of themselves nor too little; their focus isn't on themselves, but on helping the team, team members, and the church as a whole succeed in fulfilling God's call.
- **Hungry**: continually seeking to learn, grow, and serve better, showing a manageable and sustainable commitment to doing the job well, eager to go above and beyond the minimum required to accomplish vision and goals. Willing and able to work autonomously and with others to pursue Salem's vision.
- **Smart**: emotionally and relationally intelligent; skilled at being interpersonally aware, appropriate, and effective. Able to listen to the words and read the body language of people and groups, to consider the potential impact of his/her own words, body language, and actions, and to intentionally speak and act in ways that are most effective in helping all move forward in healthy, productive, positive ways.
- **Team Development:** Encourages and supports people in discovering, developing, and engaging their gifts and skills in service; invites people onto teams; leads teams successfully by creating strong morale and spirit in the team; leads courageously through challenges; shares wins and successes; defines success in terms of the whole team; creates a sense of belonging and pride in the team.
- **Project Management:** Identifies the key objectives and scope of a proposed project; secures needed resources and project support; develops a realistic and thorough plan for achieving key objectives; communicates clearly with team members; implements action plans, identifies and resolves barriers and problems.