

Individual:
Accountable to: Tech Arts Director

FLSA Classification: Non-Exempt

Work schedule: Full Time – 40 hrs / week

Fellowship Bible Church mission: Helping people find and follow Jesus Christ.

Position Mission: To lead and develop tech arts teams of volunteers for the Tech Arts ministry and to assist in facilitating IT and production support for all of Fellowship Bible Church alongside the Tech Arts Director.

Essential Functions:

- Assist in production and IT equipment repairs and returns.
- Lead team development and scheduling for Family Ministries tech arts needs.
- Assist staff with IT support needs during services and business hours.
- Manage, troubleshoot, and deploy check-in stations using Church Community Builder.
- Maintain regular backups of computer images and files for production and office environments.
- Troubleshoot technical issues in a timely manner with minimal negative impact on services, events, and staff.
- Recruit, train, disciple, and appreciate Tech Arts team members & leaders.
- Function as Technical Director and producer for some services and special events.
- Adapt and layout media files for sermons, on-screen lyrics, images, etc. for services and special events.
- Load & format media for services and special events using various presentation software such as ProPresenter, MediaShout, PowerPoint, and Prezi.
- Keep all venue tech booths and stages clean of clutter, trash, and excess equipment.
- Maintain slide rotator & digital signage content for events and announcements during services and business hours.
- Assist in the development and production of stage sets.
- Maintain confidentiality and privacy with matters concerning the church, individuals, and other information learned while performing church functions.
- Set example for others to follow. This may be expressed by transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong team work ethic, flexibility, teach-ability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.
- Other assignments as requested by church leadership.

Administration:

- Schedule tech arts teams for Family Ministry, ensuring coverage for weekly needs.
- Use Planning Center Online to communicate plans and keep team updated.
- Communicate regularly with supervisors, staff, and volunteers.
- Organize paperwork and document details appropriately.
- Communicate necessary details to key people assisting with the services (Pastors, Worship team, Administrative Assistants, Facilities Manager, and others as needed).
- Coordinate rehearsals and services with Technical Director and Worship Arts staff.

Qualifications, Skills, Knowledge, and Abilities:

- Proficient in the use of Apple iOS, Mac OS, Android, and Windows operating systems
- Proficient in the use of ProPresenter, MediaShout, Microsoft Office, Adobe Creative Suite, and Jands Vista software.
- Ability to mix live sound, program theatrical lights, and switch live video using professional production equipment
- A commitment to the local church expressed through involvement.
- Ability to engage with a wide age range.
- Effective communicator (verbal, written, and body language).
- Ability to prioritize and manage work to accomplish tasks effectively and efficiently.
- Ability to learn quickly.
- Computer software skills preferred (Word, Google Docs/Sheets, Excel, etc.)
- Familiarity with Planning Center Online a plus.

Physical Demands:

- Must be able to speak and listen effectively.
- Lift and move items up to 70 lbs.
- Focus intently on projects.

Work Environment:

Fellowship desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family. Fellowship is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by his/her supervisor.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be

made which may pose serious health or safety risks to the employee or others or which impose undue hardships on FBC. An individual seeking an accommodation should contact the Pastor of Ministries.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FBC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date

Employee Print Name

Supervisor Signature & Title

Date

Supervisor Print Name