

PROVIDENCE BAPTIST CHURCH
PART-TIME TECHNICAL DIRECTOR
POSITION PROFILE



Providence Baptist Church is seeking a dedicated and skilled **Part-Time Technical Director** to oversee all aspects of audio, video, lighting, and streaming technology for our worship services, special events, and ministry needs. This role is crucial for ensuring a high-quality, distraction-free technical environment that supports our mission and enhances the worship experience for our congregation. This is a part-time, salaried position requiring approximately **8-10 hours per week**, with a primary commitment to weekend services and weekly preparation.

SERVICE PRODUCTION & OPERATION

- **Lead Technical Production:** Direct and operate the technical elements (sound, video, lighting, streaming) for all regular weekly worship services and major events (e.g., Christmas, Easter, special conferences).
- **Audio Engineering:** Ensure high-quality mixing for both the in-house sound system (FOH) and online stream, managing stage inputs, monitoring systems, and wireless equipment.
- **Video/Streaming:** Manage the live-stream setup, camera operation (including volunteer oversight), switching, and graphics/lyric presentation (e.g., using ProPresenter, EasyWorship, etc.).
- **Lighting Design:** Program and operate intelligent and conventional lighting systems to enhance the atmosphere of the worship service.
- **Aesthetics and Flow:** Work closely with the Worship Leader and Pastoral staff to ensure technical elements seamlessly support the creative vision and spiritual flow of the service.

VOLUNTEER MANAGEMENT & TRAINING

- **Recruitment and Scheduling:** Build, train, and schedule a consistent team of volunteers for all technical positions (audio, camera, lyrics/graphics).
- **Training and Development:** Develop comprehensive training materials and conduct regular training sessions to ensure volunteers are proficient and confident in their roles.
- **Mentorship:** Provide consistent support, positive feedback, and mentorship to technical volunteers, fostering a healthy, encouraging, and growth-oriented team environment.

SYSTEMS & EQUIPMENT MANAGEMENT

- **Maintenance:** Perform routine maintenance, cleaning, and basic repairs on all AV equipment, including soundboard, speakers, projectors, computers, cameras, and streaming hardware.
- **Troubleshooting:** Serve as the primary point of contact for technical issues during the week and services, quickly diagnosing and resolving problems.
- **Inventory and Budget:** Maintain an up-to-date inventory of all technical assets. Research and provide recommendations for necessary equipment upgrades or replacements, managing the assigned technical budget responsibly.

- **Facility Support:** Provide basic technical support for other ministries as needed (e.g., youth group AV setup, meeting room technology).

REQUIRED QUALIFICATIONS & SKILLS

- **Faith:** Must be professing and growing believer/follower of Jesus who agrees with the mission statement, doctrine and beliefs of Providence Baptist Church
- **Experience:** Proven experience (2+ years preferred) in live event production, sound engineering, and/or broadcast/streaming, preferably in a church or similar non-profit setting.
- **Technical Proficiency:** Deep working knowledge of digital sound consoles (e.g., Midas M32), lighting control software, video switching, and presentation software (e.g., ProPresenter, PowerPoint).
- **Interpersonal Skills:** Excellent communication skills and a patient, positive Christ-like attitude. The ability to recruit, train, and lead volunteers of varying skill levels is essential.
- **Availability:** Must be available for weekend services (typically Sunday mornings and occasional Saturday events (e.g. weddings)) and mid-week Media and Music needs.
- **Alignment:** A personal faith in Jesus Christ aligned with the doctrinal and mission statements of Providence Baptist Church.

PREFERRED QUALIFICATIONS & SKILLS

- Experience with advanced networked AV systems.
- Familiarity with Mac and PC operating systems for media management.
- Basic understanding of building acoustics and signal flow.