



JOB POSTING

POSITION TITLE: Technical Director

EMPLOYER: Rexdale Alliance Church

Rexdale Alliance Church (RAC) is a diverse church serving a multi-ethnic community located in northwest Toronto (North Etobicoke), Ontario, Canada. We've been serving this community for over 60 years with the mission to *connect Rexdale to Jesus and His mission* as a member of The Alliance Canada. Please visit our website (rexdalealliance.ca) for more information.

POSITION DESCRIPTION:

This position requires a minimum of 15 hours per week. For the appropriate candidate, there is the potential of the position becoming full-time. The Technical Director is responsible for overseeing all audio, video, lighting, hardware, and programs required for the successful production and delivery of our worship services and special events, both in-person and livestreamed via YouTube. This position oversees a team of regular volunteers that assist with audio, video, lighting, projection, and streaming systems during services and special events. The Technical Director ensures the proper functioning of various audio, video, lighting, and technological systems throughout the building that support the ministries of RAC. This position reports to the Worship and Engagement Pastor and requires availability on Sunday mornings, Tuesday mornings, and Thursday evenings. This position requires technical problem-solving and provides opportunity for creative solutions. A successful candidate is someone with a willingness to learn and who enjoys being challenged.

RESPONSIBILITIES/DUTIES:

- Attend Sunday services to direct and facilitate technical operations and oversee volunteers, filling roles when necessary
- Attend weekly worship team rehearsals, consistently held Thursday evenings
- Attend weekly service production meetings, generally held Tuesday mornings
- Complete and submit biweekly timesheet
- Coach, train, and encourage tech team volunteers toward excellence in area of service
- Collect, prepare, and format media including:
 - Video and presentation elements
 - Announcement visuals
 - Sermon series slides and bumper videos
 - Weekly ProPresenter playlist with all service elements
- Oversee all aspects of the RAC YouTube Channel
- Oversee audio and video recordings of live events, including proper retention and distribution of recorded materials
- Maintain and repair of all audio, video, camera, and lighting equipment and systems
- Other duties as assigned/required

COMPETENCIES AND EDUCATIONAL REQUIREMENTS:

- Minimum high school diploma
- Responsible with attention to detail, problem-solving skills, and desire to learn/grow
- Understanding of technical presentation systems, including audio, video, recording, and lighting
- Knowledge and experience in audio and/or video production for church services or special events or related
- Capable of working at heights
 - Have or willing to complete working at heights training (offered)
 - Have or willing to obtain lift license (offered)
- Able to troubleshoot and resolve technical problems, sometimes under pressure
- Able to organize people and provide supervision
- Able to fill each role within the production team and provide training for each role
- Able to work within a team with good communication and cooperation
- Competent with both PC and Apple hardware and operating systems
- Working knowledge of ProPresenter, Planning Center Services, Microsoft Office
- **Must be able to work evening and weekend shifts**

DESIRED QUALIFICATIONS & SKILLS:

- Personal relationship with Jesus Christ and desire to grow as a follower
- Completed or working toward diploma or degree in audio/video production
- Working knowledge of Pro Tools, YouTube Studio, Lightkey, Bitfocus Companion, Ableton, and other Planning Center modules
- Background or experience in digital media (including audio and video editing) an asset

Please submit your resume to hr@rexdalealliance.ca by Friday, May 26, 2023. All applicants *must* be eligible for employment in Canada. We appreciate your interest and will review all submissions, but only those selected will be contacted for an interview.

Please note that an offer of employment for the position of Technical Director at Rexdale Alliance Church is conditional upon successful completion of a pre-employment background check and vulnerable sector police check.