

DIRECTOR OF MEDIA PRODUCTION & IT

JOB DESCRIPTION

Reports to: Pastors, Board of Directors President, and Webmaster

Classification: Full-Time/Regular/Exempt. \$40-60,000/year based on experience

Happy Trails Christian Fellowship is a thriving, non-denominational church with remarkable unity and spiritual vitality. Our congregation represents more than 30 different denominational backgrounds, yet we worship and serve together in harmony because we are firmly committed to teaching God's Word directly from the Bible—and living it out with grace, truth, and love.

We are a genuinely welcoming church where people are known, valued, and quickly feel at home. From the moment you arrive, you'll sense a strong spirit of belonging and an authentic Christian community.

Our mission field is retired and newly retired individuals seeking an active lifestyle and providing them with a deeper purpose and spiritual connection. Our calling is twofold: to nurture and strengthen believers in their walk with Christ, and to lovingly connect—or reconnect—others to Jesus, offering hope, community, and lasting faith.

Our church is located within **Happy Trails Resort**, a vibrant 55+ active adult community of approximately 3,500 residents in Surprise, Arizona. Many of our members are "snowbirds" who travel from northern states and Canada to enjoy the warmth and sunshine during the winter months. As a result, our in-person worship attendance grows to 400 during the winter season and averages around 150 mid-summer. In addition, we reach 200–300 people weekly through our strong and growing online ministry.

POSITION SUMMARY

Our online congregation is growing and we are looking for a full-time person to fill a new position as Director of Media Production & IT. We have a very fun, loving group of people to work with and would like someone that is looking to have a long-term position on our staff. The role consists of supporting all ministries with weekly in-house and online livestream production as well as special events (Easter, Christmas, and Memorials.)

Essential Functions

- Own all technical aspects of weekend and special services at HTCF.
- Responsible for leading, recruiting, training, and scheduling volunteers.
- Work with the Choir Director, Worship Team, Setup Team, and Tech Team on a weekly basis.
- Manage the technical and creative aspects of production, including set up & tear down, cameras, lighting, videography, and design for various production environments and scenarios.
- Participate in weekly staff meetings.

- Collaborate with teams to provide training and technical support as needed.
- Support various all-church functions as needed.
- Assist on occasion with video editing, audio recording, and slide creation.
- Additional duties and special projects as assigned by the Pastor, Board President or Webmaster.
- Manage the church networks, hardware and software management platforms (Apple, Mosyle, YouTube, Apps, etc)
- Manage budget allocated to A/V and IT
- Manage all equipment required to run the livestream and in-house production

Qualifications

- Above reproach in all areas of character equivalent to 1 Timothy 3, Titus 1, and 1 Peter 5.
- Must have a deep love for the Lord and His people.
- Have a heart for senior adults and a willingness to minister to their needs.
- Alignment with Happy Trails Christian Fellowship's non-denominational, Bible-based conservative Christian theology.
- If married, have a believing spouse that fully supports your ministry and odd hours.
- Must live in the Surprise, AZ area and be able to be on-site as needed
- To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily.

Knowledge and Skills

- Strong project management skills
- Minimum 2-years' experience in a live production environment
- Demonstrated ability recruiting, training, & developing volunteer teams
- Proficiency with professional audio, video, and lighting systems (i.e., Blackmagic, Behringer X32 Soundboard, PTZ Optics Cameras, lighting equipment)
- Proficiency with common production and office applications using Apple Equipment
- Software to manage Livestream (Subsplash, ATEM MixEffect Pro, OBS)
- Knowledgeable about worship production "best practices"
- Strong written and spoken communication skills
- Team player with a positive attitude
- Familiar with AI programs

Physical Demands

- Stand for prolonged amounts of time
- Walk, bend, twist, and kneel
- Climb up and down stairs
- Finger and hand dexterity to operate cameras, computers, and lighting and production gear
- Specific vision abilities required by this job include close, distance, color vision, and peripheral vision; and the ability to adjust focus
- Able to hear clearly to operate and manage soundboard
- Lift and carry up to 50 pounds with or without assistance
- Work with equipment that must be setup and torn down for each event or maintenance.

Work Conditions

- Work in a transitional setting with lots of large and small equipment, cables, stage lights, and other visual stimuli
- Schedule: Typically Sunday, Tuesday, Thursday, Friday, Saturday with late evening setup during high season
- Because we are a seasonal resort, the months of "high-season" (Oct-Mar) are extremely busy with longer hours. Off-season allows for substantially less hours.

MEET OUR TWO COMMUNITIES

Happy Trails Resort

Happy Trails Resort is a welcoming 55+ gated community centered around an 18-hole golf course with a vibrant social life. Residents enjoy a wide range of activities—swimming pools and spas, pickleball, tennis, shuffleboard, billiards, a fitness center, and countless creative pursuits like quilting, woodworking, ceramics, lapidary, and stained glass. Specialty clubs cover everything from off-roading to music, games, and cards. Professional musical groups perform regularly in the auditorium from January through March. It's often described as “a summer camp for seniors.”

Surprise, Arizona

The city of Surprise sits on the western edge of the Phoenix metropolitan area, offering easy access to big-city amenities such as professional sports, theater, a vibrant arts and cultural scene, educational opportunities, and world-class medical care. At the same time, Surprise maintains a welcoming small-town feel, with a wide variety of local restaurants, recreational opportunities, and abundant shopping—some of it just across the street. Surprise truly offers the best of both worlds: big-city advantages paired with small-town safety, comfort, and convenience.