

Job Title: Associate Technical Director

Program: Production

Reports to: Production Director

Effective Date: May 1, 2026

Job Summary:

The Associate Technical Director is responsible for overseeing AV production work as assigned, working in tandem with other technical directors to ensure smooth communication, efficient workflow, and proper volunteer presence during AV events as directed.

Supervisory Responsibilities:

- Works with admin support to schedule volunteers for Sunday service positions
- As assigned, manages/oversees AV tech issues relating to their assigned campus and delegates to ensure they are resolved

Duties/Responsibilities:

- Works directly with the production team director and technical directors in weekly meetings to discuss production plans and coordinate upcoming events
- Tracks tasks and needs for production events as assigned
- Remains available onsite to staff members to provide support during production events.
- Maintains awareness of inventory and tools for maintenance and replacement, in case of equipment failure
- Supports other Production processes as directed

Other duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Strong knowledge of AV tech

Education and Experience:

High school diploma or equivalent required.

College degree preferred.

Advanced working knowledge in AV preferred.

Physical Requirements:

- Prolonged periods of standing and walking and stair climbing.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up heavy objects weighing up to 50 pounds.

Work Location:

Hybrid. Work is performed 90% on-site, 10% remote.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

employee printed name

employee signature

date