



Job Posting

Position:

Director of Technical Arts

Interested Persons Should Submit:

Application
Resume

Submissions Should be Returned to:

Community Bible Church Office
PO Box 180
Marietta, PA 17547
office@cbcpa.org
717.426.3921 (fax)

Position is full-time with a salary range in the mid \$60,000 to lower \$70,000 with benefits.

Position Title:	Director of Technical Arts
Reports to:	Pastor of Worship and Creative Arts
Status:	Full-time
FLSA Classification:	Non-exempt
Creation/Revision Date:	March 17, 2022/January 2023

SUMMARY

The Director of Technical Arts is primarily responsible for providing leadership and management to all technical operations that involve the development and support of worship technologies at Community Bible Church. They are responsible for anticipating future needs and able to present a plan and budget for emerging technologies in worship, for activities related to the engineering, installation, maintenance, support, and protection of all worship tech equipment used at all venues and will oversee all ages of tech teams including Children's Ministry, Junior High Ministry, Senior High Ministry, and adults in our main worship services. The primary measure for success is the reliable, effective operation of CBC worship tech and the technical AVL execution of healthy, distraction-free environments of weekend worship and special events in each venue.

ESSENTIAL FUNCTIONS

1. Leadership & Team Development

- Cast vision for the future of the Tech Team.
- Equip, train, and release volunteer leaders to run all AVL equipment.
- Encourage, disciple, and invest spiritually in your volunteer leaders and team.
- Provide tech assistance to volunteers as needed, with the ability to explain complex technical issues and solutions in simple, non-technical ways.
- Work to empower teams and individuals to take next steps in leadership.
- Hold Tech Team members to standards of excellence in all team functions.
- Create a culture of teamwork and growth through encouragement and accountability.

2. Weekend Worship Experiences

- Lead the worship experience production and technical meetings and run through.
- Coordinate all lighting scenes and creative elements for the weekly worship experiences.
- Ensure all media is prepared for weekend worship (slides, lyrics, countdowns, loops, roll-ins, etc.).
- Oversee the AVL production process for all weekly worship experiences.
- Monitor the experience in all worship venues and other events to adhere to the quality and standards of Community Bible Church.
- Maintain online services' sound and video quality.
- Troubleshoot any AVL issues throughout the campus.
- Ensure all AVL equipment is maintained, set, and in working condition.

3. Worship Technology

- Create, record, edit, and produce video media as needed.
- Oversee and plan the annual budget for technical equipment.
- Participate in meetings as needed.
- Oversee administration of technology systems – sound mixer, presentation, lighting, and recording.
- Assist the Communication Department in utilizing websites, domains, video blogging, video live-streaming, social media, and apps.
- Continually look for ways to improve and enhance the presentation experience and online production.
- Continually improve your skills and knowledge of AVL issues related to the church setting.

4. Technical Administrative Support:

- Give feedback for Worship IT updates throughout the campus as necessary.
- Scheduling all technical positions needed for weddings, funerals, and events.
- Oversee hardware and software evaluations and upgrades, and maintain vendor contacts for all worship technology.

5. Projects and Collaborative Areas

- Work with the Pastor of Worship and Creative Arts to oversee the completion of projects and ensure that all technical needs are up-to-date and functioning properly.
- Any other responsibilities as determined by the Pastor of Worship and Creative Arts.

QUALIFICATIONS

To fulfill this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

1. Education and/or Experience

- Must have bachelor's degree or three to five years of experience in worship technology or production.
- Experience in a mid-size church or para-church environment, preferred.
- Must be proficient in Microsoft and Apple and its applications.
- General knowledge of computer networking, including wireless networking.
- General knowledge of stage and theatrical lighting.
- General knowledge of Audio systems.
- General knowledge of web and app design and administration.
- General knowledge of social media platforms and administration.
- Experience with some form of Midi editing/programming tool (i.e. Adobe, Ableton).
- Proficient with MS Word, Excel, Google Docs, Planning Center Online, ProPresenter.

2. Other Qualifications

- Must be a mature, growing disciple of Jesus Christ who demonstrates His character in his relationships with people and whose life and behavior gives evidence of the fruit of the Spirit as outlined in Galatians 5:22-26.
- Must be in full agreement with CBC's doctrinal and constitutional statements, work in cooperation with CBC's philosophy of ministry, and be committed to CBC's core values of Loving God, Loving Others, and Reaching Out.
- Must demonstrate a servant's attitude and have a spirit of cooperation and be a team player.
- Should be able to fulfill and satisfy any additional requirements as referenced in the CBC Employee Handbook.

PHYSICAL DEMANDS

- Regularly required to remain seated in a normal position for long periods of time.
- Occasionally required to stand for long periods of time.
- Regularly required to move about.
- Occasionally required to climb stairs or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to stoop, kneel, crouch, and/or crawl.
- Occasionally required to reach up and out with hands and arms.
- Regularly required to talk and hear, verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects.
- Occasionally required to lift to 25 pounds and carry a distance of 15 feet.
- Occasionally required to push and/or pull up to 25 pounds at least 15 feet.

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less).
- Depth perception and the ability to judge distances and spatial relationships.
- Adjustable focus.
- Ability to distinguish colors.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level; the individual is occasionally exposed to outdoor weather and temperature extremes.

COMMUNITY BIBLE CHURCH: PERSONNEL APPLICATION

Position: Director of Technical Arts

First Name Middle Name Last Name

Street Address City State Zip Code

Phone Email Address

How may we contact you (telephone/email/etc)?

Social Security Number - -

RECENT EMPLOYMENT HISTORY

Provide the last three positions held

Current or Last Employer

Name

Mailing Address

Dates of Employment: From to

Position Held:

Briefly Describe Your Responsibilities:

May we Contact Them? Yes No

Previous Employer

Name

Mailing Address

Dates of Employment: From to

Position Held:

Briefly Describe Your Responsibilities:

May we Contact Them? Yes No

Previous Employer

Name

Mailing Address

Dates of Employment: From to

Position Held:

Briefly Describe Your Responsibilities:

May we Contact Them? Yes No

EDUCATION AND TRAINING

High School _____

Years Completed _____

College _____

Years Completed _____

List Other Education/Training/Degrees _____

REFERENCES

Because of the nature of the positions and ministries of this church, the verification of the character of employees is a necessity. If you cannot respond to any of the questions below, please provide an explanation.

Do you have any medical or health problems that will affect the accomplishment of the work being applied for? Community Bible Church is an equal opportunity employer and will make accommodations for qualified employees.

Yes _____ No _____ If yes, explain:

Do you have any personal responsibilities or problems that may affect your daily attendance?

Work schedules for ministerial professionals will be assigned by the senior pastor or ministry supervisor.

Yes _____ No _____ If yes, explain:

Have you participated in a Drug or Substance Abuse program or been convicted for the possession or use of any narcotic or controlled substance? Employees will be required to acknowledge restrictions to drug and alcohol abuse during employment.

Yes _____ No _____ If yes, explain:

Have you ever been convicted of child molestation or any other felony regarding child abuse or have been ordered by a court or law enforcement agency to register as an offender? All employees who have contact with children (ages birth to 18 years) will have police record checks conducted as part of the routine employment process.

Yes _____ No _____ If yes, explain:

Will you have difficulty reading instructions and other material that pertains to your job in the English language?

Documents at Community Bible Church are usually provided in English. If you need those instructions in another language please indicate that language:

Yes _____

No _____

If yes, explain:

Provide the names, addresses, and telephone numbers of two non-familial character witnesses other than former employers:

1. _____

2. _____

I understand that this application may be withdrawn or my employment terminated if I have made any misrepresentation on this form.

I authorize the church to contact all references (unless otherwise noted) to seek job-related information about me. This may include former employers, character references, police files, and credit files. I release the church and all other persons or companies from liability for furnishing such information.

Signature of Applicant

Printed Name of Applicant

Date of Application

QUESTIONNAIRE

Do you have regular first-hand experience mixing sound? ____ yes ____ no

Describe your experience with sound mixer technology and sound mixing. _____

Do you have regular first-hand experience running theatrical lighting? ____ yes ____ no

Describe your experience with theatrical lighting. _____

Do you have regular first-hand experience with ProPresenter worship presentation software? ____ yes ____ no

Describe your experience with ProPresenter or other worship presentation software. _____

Do you have regular first-hand experience with livestreaming technology? ____ yes ____ no

Describe your experience with livestreaming technology. _____

Do you have regular first-hand experience shooting and editing professional level video? ____ yes ____ no

Describe your experience with shooting and editing video. _____

Do you have regular first-hand experience managing an organization's social media and/or website? ____ yes ____ no

Describe your experience managing social media and websites. _____

Please circle the best number that describes your amount of experience ("0" being no experience at all and "10" considering yourself well experienced at a professional level).

Worship Tech Knowledge

Sound Mixing	0	1	2	3	4	5	6	7	8	9	10
Theatrical Lighting	0	1	2	3	4	5	6	7	8	9	10
ProPresenter	0	1	2	3	4	5	6	7	8	9	10
Livestreaming	0	1	2	3	4	5	6	7	8	9	10
Videography	0	1	2	3	4	5	6	7	8	9	10

Social Media and Website Knowledge

General Social Media Knowledge	0	1	2	3	4	5	6	7	8	9	10
Managing Facebook	0	1	2	3	4	5	6	7	8	9	10
Managing Instagram	0	1	2	3	4	5	6	7	8	9	10
Managing Twitter	0	1	2	3	4	5	6	7	8	9	10
Managing Apps	0	1	2	3	4	5	6	7	8	9	10
Managing Websites	0	1	2	3	4	5	6	7	8	9	10

Communication

Overall Communication Skills	0	1	2	3	4	5	6	7	8	9	10
Email Usage	0	1	2	3	4	5	6	7	8	9	10
Phone Usage	0	1	2	3	4	5	6	7	8	9	10
Texting Usage	0	1	2	3	4	5	6	7	8	9	10
Verbal	0	1	2	3	4	5	6	7	8	9	10

People Skills

Recruiting / Team Building	0	1	2	3	4	5	6	7	8	9	10
Leading & Managing Teams	0	1	2	3	4	5	6	7	8	9	10
Leading & Managing Paid Staff	0	1	2	3	4	5	6	7	8	9	10
Conflict Resolution	0	1	2	3	4	5	6	7	8	9	10