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## Job Description

Position: Technical Coordinator  
Reports to: Worship Pastor  
Type of Position: Full-Time; Salary

### Overview:

The Technical Coordinator will advance the mission and vision of Spring Lake Church by leading the Audio/Visual (A/V) aspects of both campuses, training technical volunteers towards best practices, and supporting the A/V needs of all ministries. The Technical Coordinator will assist the Worship Pastor with all weekend services and church wide events and lead with excellence both technically and spiritually, including: preparation, thought, and intention given to each service and event.

### Responsibilities:

#### Champion Audio/Visual throughout all Spring Lake Church Ministries

- Choose, install, and maintain A/V equipment at both campuses to support Spring Lake Church ministries.
- Develop guidelines and procedures for operating A/V equipment across all ministries.
- Plan and implement all of the elements of video projects. Manage logistics for the film set and oversee post-production tasks like editing and video rendering.
- Train ministry volunteers toward best practices.

#### Weekend Services

- Recruit, equip, and retain healthy tech team including audio, lights, ProPresenter, and broadcast.
- Assist weekend service team to create inspiring service plan.
- Assure tech elements of the service, including audio, visual, and physical aspects, are prepared and executed to best practices.
- Troubleshoot and correct A/V challenges to minimize service distraction and support service execution.

#### Mid-Week Ministries

- Recruit, equip, and retain healthy tech team including audio, lights, and ProPresenter.
- Assist Mid-Week Adult Ministries, groups and events.
- Assure tech elements for group meetings and services, including audio, visual, and physical aspects, are prepared and executed to best practices.

#### Student & Kids Ministry

- Recruit, equip, and retain healthy Student & Kids' tech team including audio, lights, and ProPresenter.
- Assist Mid-Week Student and Kids gatherings and events.
- Assure tech elements for group gatherings and events, including audio, visual, and physical aspects, are prepared and executed to best practices.

#### Special Events

- Develop a team capable of meeting A/V needs for special events, including ministry events, weddings, and funerals.

## Requirements:

- Vibrant and healthy spiritual life.
- Five years' experience in an Audio/Visual vocation or key volunteer role.
- Solid team player who can play the role of servant, peer, and leader in team dynamics.
- Ability to recruit, develop, and retain volunteer teams.
- Working knowledge and expertise in A/V systems, equipment, and best practices.
- Ability to work on major holidays (Christmas Eve, Good Friday, Easter).