

OAK MOUNTAIN PRESBYTERIAN CHURCH

ASSISTANT TECHNICAL DIRECTOR JOB DESCRIPTION

Status: Full Time | Reports to: Technical Director

I. Position Summary

The Assistant Technical Director works with the Technical Director in developing and maintaining Audio-Visual-Lighting systems throughout the church for weekly service programming, as well as special events. The Assistant Technical Director provides AVL assistance to ministries of the church and organizations using the facility to ensure quality and provide support of campus AVL. The Assistant Technical Director assists the Technical Director to capture video of events and assists on video shoots. This position will provide training for staff and volunteers on AV systems around campus.

II. Qualifications

Education: A Bachelor's Degree is preferred

Experience: Two years experience in AVL Systems Operation, stage, or video production.

III. Essential Duties

- Assists the Technical Director in maintaining AVL equipment throughout campus
- Provides Production support for weekly worship services and special events
- Assists the Technical Director in providing information regarding needs and ensuring systems are ready for use by ministries and organizations using the facility.
- Maintains a strong relationship with tech and praise team volunteers
- Capture video of special events and weekly services for use on projects for in-service and online use.
- Provide production and AV support for Westminster School at Oak Mountain
- Assist the Technical Director on video production throughout the production process.
- Works with Technical Director on other projects as assigned.

III. Skills and Abilities

- Knowledge of live production techniques, including proficiency in sound mixing, live-stream broadcasting and maintaining conventional and LED lighting fixtures
- Experience with presentation software including ProPresenter, keynote, and powerpoint
- Ability to troubleshoot
- Manage and lead team of volunteers in live production environments
- Strong attention to detail and ability to meet strict deadlines
- Attend evening and weekend events as necessary
- Knowledge of multimedia production software, including Adobe Creative Suite