

# Christ Presbyterian Church

## Position Description

**Position title:** Technical Coordinator - Part time (10-15 hours), Non-exempt

**Last Revised:** April 19th, 2023

**Reporting Structure:** Reports to Director of Operations, accountable to Lead Pastor and Directors of Contemporary and Classical Worship.

**Purpose:** Provide audio/visual/lighting support to worship events at CPC in a manner that enhances the worship experience and minimizes awareness of the technology itself. Support both classical and contemporary style services on a weekly basis. Learn more about worship at CPC here: <https://cpcmadison.org/worship/>.

### PRIMARY RESPONSIBILITIES

1. Provide leadership and oversight to all systems (audio, video and lighting) for worship and events including the operation and maintenance of all equipment.
  - a. **Live sound:**
    - i. Perform thorough sound checks prior to rehearsals, events, and services
    - ii. Consistently ensure a quality house and livestream mix is achieved during worship services and events utilizing digital mixing console (Allen and Heath SQ-5)
    - iii. Adjusts for specific audio needs of each song/speaker
    - iv. Makes adjustments to IEM monitors, mixing board /mix and house speaker levels as needed
    - v. Perform post-production sound edits for recordings
  - b. **Visuals:**
    - i. Assist in preparing slides in ProPresenter and oversee volunteers operating slides
      1. Enter lyric slides following style guidance of worship directors and upload announcement slides provided by communications team
    - ii. Assist with adding videos/visuals into presentations as needed
    - iii. Operate visual systems (confidence monitors, hallway TV feeds, projectors) and oversee maintenance
  - c. **Lighting:**
    - i. Cue various lighting needs as directed by worship leaders
    - ii. Work with volunteers to accomplish lighting goals both in design and execution.
2. Function as the Production Director in collaboration with the Directors of Classical and Contemporary Worship and Lead Pastor, utilizing Planning Center Online Services (PCO), to ensure all the technical elements are in place and that volunteers are fully engaged and set up for success
3. Proactively maintain a schedule of volunteers using PCO
4. Ensure all technical equipment is set up optimally for rehearsals and services; responsible for equipment upgrades and scheduling of repairs
5. Uses evening rehearsal time to prepare for Sunday worship and train new volunteers

### SECONDARY RESPONSIBILITIES

1. Contributes creatively to worship services/planning through the technical arts.
2. Provides audio/visual support to other events - weddings, funerals, musical events, etc.

### QUALIFICATIONS

#### Hard Skills

1. Is trained as a sound technician with proficiency in running live sound and simultaneous live stream audio

2. Has an ear for music. Our services include both classical and contemporary music, with each service bringing its own needs and requirements. Must have in-depth knowledge/appreciation of multiple musical genres and how to achieve a high quality mix for different genres. Great ear for pitch and blend is required.
3. Understands in-ear monitoring systems, cabling, mics, room acoustics
4. Has working knowledge of various state-of-the art mixing boards (prior proficiency with Allen & Heath SQ-5 or other comparable digital console preferred), sound systems, digital technology, projection
5. Knows or shows aptitude for advanced learning of ProPresenter, Powerpoint, PCO and other programs determined to be relevant to worship.
6. Knows how to record and edit files (Logic Pro, Ableton, or similar preferred)
7. Knows how to operate video and lighting equipment. Camera skills and video editing experience preferred.

### **Soft Skills**

1. Sees role as a ministry leader with a heart for worshipping God.
2. Has a strong passion to support the worship ministry of CPC.
3. Understands worship philosophy.
4. Has strong communication and leadership skills.
5. Is willing to learn from and teach others.
6. Collaborates well with others.
7. Continually seeks improvement.
8. Welcomes constructive input.

**Compensation Range:** \$25/hr; \$250 fixed rate for special events (weddings, funerals, etc.)

**To Apply:** Please send a cover letter and resume to [info@cpcmadison.org](mailto:info@cpcmadison.org)