

Technology Director Job Description

The Technology Director will oversee Rosewood's multimedia assets for the effective use in worship and special events. He or she will work alongside a base of talented volunteers with an eye out for new people to join the team, and the Worship Director, Lead Pastor, and Office Manager.

Time commitment: Part-time/hourly at 8 hours per week; \$17.50 per hour. Hours are semi-flexible in order to align with staff collaboration and administrative preparation.

Reports to: Worship Director

Worship Services

1. Oversee the sound, media, lighting, Livestream, recording, and upload of Sunday worship (currently one service)
2. Recruit, train, lead, and schedule tech volunteers
3. Coordinate with the Office Manager and Worship Director to ensure media is uploaded and ready for Sunday mornings by the end of each work week

Vision and Administration

1. Work with the Tech Team to strategize for the future, maintain worship technologies, and delicate responsibilities
2. Serve as 'house manager' of worship technology within our facility, including, but not limited to, regular maintenance, setup/tear down, and documentation
3. Provide audio and visual support for other ministry events held in the church building.
 - a. This includes scheduling for rental events, such as weddings and funerals. However, if the Tech Director wishes to perform these tasks on their own, he or she will be provided additional compensation according to Rosewood's rental guidelines.
4. Work with assigned vendors to maintain and/or upgrade Rosewood's computer and Wi-Fi networks
5. Attend Staff Meetings as requested by the Worship Director or Lead Pastor

Desired Knowledge, Skills, and Abilities

1. Knowledge of both PC and Mac computer systems and proficiency with ProPresenter and Microsoft Office tools
2. Knowledgeable in Planning Center to schedule volunteers and communicate with groups of volunteers
3. Knowledge in creating and maintaining a budget
4. Skilled in the use of current audio, video, recording, and lighting technologies designed for churches
5. Ability to troubleshoot technology problems with a level head under pressure
6. Ability to work independently and as a part of a team
7. Ability to effectively communicate orally and in writing
8. Ability to receive feedback, learn, and see challenges as opportunities

Who you are matters. Personal integrity and firsthand knowledge of spiritual formation are required. The Director will:

1. Maintain a devoted faith through prayer, Scripture, healthy relationships, and Christian disciplines
2. Respect other staff members and volunteers by promoting accountability, honesty, integrity, and trust
3. Flexibility to be a team player and help other staff during busy rhythms of ministry life
4. Self-identify developmental needs and actively improve them to stay current with biblical wisdom and cultural trends

Rosewood's mission is to be empowered by Christ to reveal his love and reach our communities

Rosewood's three primary values are:

1. Welcoming our neighbors with joyful hospitality
2. Serving through acts of compassion and generosity
3. Equipping one another for spiritual growth