

Director of Technology Job Description

The Director of Technology seeks to effectively utilize audio, video, lighting, and other tech elements to facilitate meaningful worship and Christ-centered ministry at Rosewood Church. He or she will work alongside the Director of Worship, Lead Pastor, and Office Administrator, as well as a base of talented volunteers, with an eye out for new people to join the team.

Time commitment: Part-time/hourly at 15-20 hours per week; hourly rate \$20-\$24 commensurate with experience. Hours are semi-flexible in order to align with services, rehearsals, staff collaboration and administrative preparation.

Reports to: Director of Worship

Worship Services

1. Oversee production of live and recorded worship services, including live sound, computer, camera, lighting, and livestream systems. Most weeks, the Tech Director will personally fill at least one position in the tech booth.
2. Work in collaboration with the Worship Director to facilitate weekly praise band and choir rehearsals, which currently take place on Monday evenings and Sunday mornings, with extra rehearsals for holidays and events.
3. Function as the ministry leader for all tech operators. This involves recruiting, training, leading, and scheduling volunteers for all services and events, as well as setting the tone of the tech ministry through diligence, humility, and servant leadership. If Tech Director personally operates A/V for non-church events, such as weddings and funerals, additional compensation is provided, as outlined in Rosewood facility rental policies.
4. Coordinate with the Office Manager and Worship Director to input lyric slides and other media each week, and ensure worship service recordings are exported and uploaded for weekly podcast.

Vision and Administration

1. Lead the Tech Team to plan and track annual budget expenses, maintain church A/V/L and computer equipment, and prepare for future growth and improvements.
2. Serve as 'house manager' of worship technology within our facility, including, but not limited to, regular organization and maintenance, troubleshooting, setup/tear down, and documentation.
3. Perform basic IT functions as requested by other staff members, and oversee assigned vendors to maintain and/or upgrade Rosewood's computer and Wi-Fi networks.
4. Attend monthly Staff Meetings and additional meetings as requested by the Worship Director or Lead Pastor.

Desired Qualifications

1. Advanced understanding of live sound, including digital mixing consoles, acoustics, FX, EQ, and compression
2. Excellent oral and written communication skills; experience with Planning Center preferred
3. Ability to create and maintain a department budget
4. Competence with camera, video mixing, and livestreaming systems; experience with ProPresenter preferred
5. Ability to troubleshoot problems with a level head under pressure
6. Ability to work independently and as a part of a team
7. 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. Be a flexible 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