



Loving God
Maturing in His Character
Reaching the World

Job Description

Position: Technical Coordinator
Reports to: Executive Pastor
Type of Position: Contract: 20 hours / week

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.

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.
- 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.

Special Events

- Develop a team capable of leading A/V needs during 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).