

Position Title: Technical Director

St. Luke's UMC seeks a Technical Director who is passionate about excellence in live production and growing diverse production teams in a faith-based setting. Full Time, Exempt; Excellent benefits including health insurance, retirement match and generous PTO.

Position Description: In collaboration with Minister of Worship and Arts, the Technical Director develops a holistic strategy for technical ministries in worship, theatre, and events for St. Luke's. This position develops technical staff and volunteers to lead and facilitate technical needs for all experiences, as well as overseeing all technical equipment needed for the creation and implementation of worship, theatre, and creative production for special events, conferences or meetings.

Reports to: Minister of Worship and Arts

Supervises: Production/Tech Volunteers and Part Time Staff

Duties:

- 1. Oversees the vision, creation, recruitment and work of Contract, part time and Volunteer Lay Teams**
 - Strategize opportunities and build intergenerational and diverse teams for the purpose of all production needs for worship, events and Theatre at St. Luke's
 - Coordinate volunteer, contract and part-time staff to serve in worship, Theatre at St. Luke's productions, and other on- and off-campus ministry events (weddings, funerals, etc., as needed)
 - In collaboration with Worship and Arts Team, ensure volunteers are connected with leadership opportunities, connections with other ministry areas, and opportunities to serve through continuing education, mission trips, retreats, workshops or other programs
- 2. Oversees Technical production to ensure logistical needs of worship (weekly and special services to include weddings and funerals), Theatre at St. Luke's and ministry area or churchwide special events (shows, concerts, conferences) are developed and implemented from vision to debrief**
 - In coordination with Production Manager, oversee the communication of any video or venue technical, communication or facilities needs utilizing Planning Center Online or Arena.
 - Coordinates with Production Manager in ensuring proper use and implementation of details for worship in Planning Center by both staff and volunteers.
 - Ensures sound and lighting volunteers and staff have essential tools for technical ministry
 - Collaborate with all staff and contractors to provide production support for opportunities during special events, productions, missional opportunities and with other ministry areas throughout the year
 - Participates in the creative planning of weekly, seasonal and special services with focus on production elements and needs with the Artistic Director and Minister of Worship and Arts, and in collaboration with other worship and arts staff, contractors and volunteers
 - Ensure annual and event-specific budgets are met
 - In collaboration with Production Manager and other directors, work with contract designers and techs to negotiate contracts, communicate needs, rental quotes, equipment purchases, etc.
 - Oversee and administrate all music and video licenses to ensure all weekly, seasonal and special worship services and events both on and off campus, and online are correctly administrated.
- 3. Oversee maintenance of all technical equipment**
 - Develop and oversee long-term strategic plan for maintenance, repair and replacement of all audiovisual, lighting, and technical equipment (for video equipment, in collaboration with with Director of Video Production)

- Ensure all equipment is operational for weekly worship and other events, and provide leadership for alternatives/solutions when primary equipment or support is not available

Worship and Arts General:

- Understand, embrace and utilize St. Luke's mission, vision and core values to guide all creative arts and worship
- Ability to articulate and guide volunteers and programming to express annual themes
- Make connections between creative arts and worship experiences to guide participants into deeper discipleship and kingdom work
- Recruitment of volunteer teams and leadership
- Organize and lead core teams to guide all planning and implementation
- Provide spiritual leadership to volunteers, technicians, performers and musicians participating in ministries
- Awareness and concern for staff, volunteer and participant safety
- Embrace and foster virtual volunteerism – objectives that include visioning/growing virtual volunteers
- Utilize Planning Center Online for worship planning, volunteer management and communication. Maintain volunteer database and train volunteers to utilize Planning Center Online as their primary resource for scheduling and determining worship service order
- Utilize Arena database for participant and volunteer tracking and communication
- Other assigned duties at the discretion of the Minister of Worship and Arts

Skills Required:

- Ability to recruit, train, inspire and lead volunteer teams
- Collaborate creatively and technically, and communicate effectively with other directors, volunteers and part time staff
- 3+ years experience in audiovisual production or similar field
- Ability to troubleshoot and problem solve in live production scenarios
- Alignment with St. Luke's Core Values and Mission/Vision, and the ability to invite others into our values/mission

Experience preferred but not required:

- Church worship production and livestreaming
- Technical production for theatre
- Wirecast or similar OBS streaming software
- Programming intelligent and conventional lighting, including hang and focus
- Microphone/mixing applications required for live/recorded events
- Multi-track audio recording or professional audio systems installation and maintenance

Physical Requirements:

- Lift, carry, climb and adjust equipment at heights. Weights generally do not exceed 50 lbs.
- Lift and/or move up to 50 lbs. from standing position bending knees, using arms, shoulders, and upper body. Generally, office and staging of special events, indoors and outdoors.
- Requires the lifting, moving, setting up and breaking down of A/V equipment.
- Bend as necessary for lifting, sitting and/or using computer/computer mouse.
- Bend as necessary for lifting from waist to operate equipment. Operate tools/equipment.

To apply, send resume to Rev. Melissa Cooper, mcooper@st.lukes.org.