



TECHNICAL DIRECTOR

Full -Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing oversight and direction of the AVL Team for installations, maintenance and training for all audio, video and lighting systems.

DEPARTMENT

Communications Ministry

REPORTS TO

Music & Production
Minister

DIRECT REPORTS

Audio Director, AVL
Technician, Lighting
Technician

WORK WEEK

Sunday – Thursday, most
weekends required

HOURS PER WEEK

40

FLSA

Exempt

JOB CLASS

Technical

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Oversees and manages the day-to-day activities of all AVL systems. Oversees asset management and maintenance.
2. Oversees audio recording and post-production mixing and mastering of designated songs.
3. Oversees and operates audio for weekend services, and events. May operate audio for video recordings as needed.
4. Leads the team through prayer, one-on-ones, goal setting, development, team meetings, training, and evaluation. Reviews and approves timesheets submitted by hourly staff.
5. Oversees and assigns technicians for church-wide ministry AVL needs through Work Order ticketing process. Collaborates with team on infrastructure upgrades and resolving technical issues.
6. Designs, oversees and assists with the implementation of new systems.
7. Leads, recruits, develops and cultivates relationships with audio and lighting volunteers. Ensures volunteers complete application process.
8. Oversees Initiates and coordinates large AVL projects with other Ministry leaders.
9. Manages digital signage assets and provides training for staff on scheduling and updating content.
10. Manages and coordinates special event preparation and implementation.
11. Participates in the annual budget preparation to ensure adequate funds for the assigned area. Monitors and approves expenditures; directs and implements budgetary adjustments as necessary.
12. Performs other duties and responsibilities as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university with major coursework in Audio Production, Live Audio Engineering or related field.
2. Five (5) years of running audio in a larger church (1,400+).
3. Experience can be substituted for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of principles of supervision, training and performance management.
2. Knowledge of project management practices, techniques, and methodologies.
3. Knowledge of Planning Center Online and music software.
4. Knowledge of signal flow in Audio/Visual systems.
5. Knowledge of digital signage.
6. Knowledge of camera operations and production switching.
7. Knowledge of audio for video experience.
8. Knowledge of lighting design and programming experience.
9. Knowledge of budget development, expense tracking/reporting and administration.
10. Ability to work in a fluid and collaborative environment.
11. Ability to lead a group to accomplish a common goal.
12. Ability to plan and organize projects.
13. Ability to multitask, work independently, follow direction with a high attention to detail.
14. Ability to use relational understanding to guide thinking and behavior.
15. Ability to lead a team.
16. Ability to track and communicate technical details.
17. Ability to use computers and a variety of software applications.
18. Ability to work independently with limited supervision.
19. Ability to communicate clearly and effectively in writing or verbally.
20. Ability to establish and maintain effective communication and working relationships with staff, members, and volunteers.
21. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 40 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

REVISED: MAY 2021