



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Technical Director	<b>DATE</b>	July 2018
<b>REPORTS TO:</b>	Associate Pastor - Gather	<b>DEPARTMENT</b>	Tech Arts
<b>JOB PURPOSE:</b>			
<p>The purpose of the Technical Director's purpose is to support all ministries in their Audio/Visual needs. This means the continued maintenance and development of technical systems, the development and growth of a team of volunteer across all ministries of the church. Additionally, this role provides leadership to the other staff working in the Technical Arts Department.</p>			
<b>DUTIES AND RESPONSIBILITIES</b>			
<b>Key Result Areas</b>	<b>Description</b>		
<i>Volunteer Community and Team Culture</i>	<ul style="list-style-type: none"> <li>• Oversee the recruitment, development and training of our volunteer base. Create systems that facilitate the recruitment of volunteers and makes it easy and not difficult for people to be become involved in Production teams</li> <li>• Lead in creating an atmosphere that is welcoming and inclusive of new recruits. Establish a feeling of community and belonging to the broader team and cultivate long term investment from our existing volunteer and student base (where appropriate).</li> </ul>		
<i>Staff Development and Leadership</i>	<ul style="list-style-type: none"> <li>• Provide leadership in all aspects of supervision including recruitment, orientation, motivation, and possibly termination of employees. Conduct performance appraisals on a regular basis. Ensure a safe and healthy work environment. Provide regular in-service training opportunities for employees and volunteers.</li> <li>• Training of staff in the use of technical services</li> </ul>		
<i>Supporting Other Ministries</i>	<ul style="list-style-type: none"> <li>• Foster cooperative working relationships within and outside the department including other ministries of CLA, outside agencies, and service providers</li> <li>• Seek direction from and work with the Associate Pastor (Gather) and liaise with other teams to identify and co-ordinate technical requirements for all weekend and weekday services. This also includes overseeing the rostering of ancillary crew (assists, comms, etc) to support rostered operators. Oversee teams that roster and make mid-week services happen.</li> </ul>		

<i>Production Systems</i>	<ul style="list-style-type: none"> <li>• Oversee production systems (sound, lighting, media), develop documentation as well as coordinate system maintenance</li> <li>• Involved with, and coordinates the proper use of technical areas such as sound, lighting and media for large events</li> <li>• Ensures the technical equipment is in proper use and clean and safe for use</li> <li>• Developing technical infrastructure and services</li> </ul>
<i>Administration</i>	<ul style="list-style-type: none"> <li>• Develop, implement, and evaluate the strategic vision for the effective operation of the IT department in conjunction with the overall vision of CLA.</li> <li>• Develop and oversee departmental goals, directives and budgets</li> <li>• Produce an annual budget and operate within the budget forecasts</li> <li>• Monitor revenues and approve expenditures</li> <li>• Research, develop and implement initiatives in a cost effective, proactive manner to meet the needs of CLA and the department goals.</li> </ul>

**KNOWLEDGE, SKILL, ABILITY**

- Plans, organizes, and coordinates the work for employees and volunteers.
- Supervises employees, which includes all aspects of supervision.
- Completes performance appraisals for employees and volunteers on a regular basis.
- Demonstrates professional ethics and principles.
- Demonstrates excellent communication skills both verbal and written.
- Provides consistent leadership in supervising a multi-disciplinary team.
- Demonstrates knowledge of and skill at problem solving and customer service.
- Demonstrates computer and technical equipment knowledge.
- Maintains knowledge and skill level to provide expert delivery of services.
- Demonstrates solid knowledge of fiscal responsibility.
- Maintain productivity and focus during periods of interruptions.
- Problem solving and reasoning skills.

**BEHAVIOURAL COMPETENCIES**

**CLA Focus:** Ability and willingness to align one’s own behaviour with the overall vision and goals of CLA

**Service Focus:** Desire to focus one’s efforts on discovering, meeting and serving the needs of the others as they align with the ministry focus and goals

**Leadership:** Belief in the vision and ability to communicate it to others in a way that promotes team morale, productivity, and commitment to the mission.

**Developing Others:** Genuine interest/desire to foster development of others through coaching, supervising performance and mentoring.

**Flexibility:** Willingness to adapt to and work effectively within variety of diverse situations

**Relationship Building:** Able to establish and build rapport with others within the overall objectives of the ministry.

**Accountability:** Setting of high standards of performance and holding team members, clients, and agencies accountable for results and action.

<b>QUALIFICATIONS</b>			
Diploma in Media Communications or a related field, supplemented by leadership or management courses. Minimum of five (5) years of related experience or an equivalent combination of experience, education and/or training. Previous leadership, supervisory and budget experience. Previous experience as a Technical Director would be an asset.			
<b>SIGNED</b>		<b>DATE</b>	
<b>TITLE</b>			

Note: This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.