

# Technical Ministry Director

Independent Bible Church - Martinsburg, WV

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**PURPOSE:** To use electronic media resources that contribute to the total communication effort of helping to make, mature, and mobilize Christ-like disciples.

**JOB DESCRIPTION:** This position will work under the leadership of the Pastor of Music Ministries to oversee and implement the media production of all services and events at IBC.

**REQUIREMENTS:** A member of IBC with a clear testimony of faith in Jesus Christ, a growing relationship with Him, a servant's heart, and a lifestyle that reflects spiritual devotion by behavior, speech, and attitude.

**ACCOUNTABILITY:** This position will report to the Pastor of Music Ministries and will be accountable to the Executive Pastor and Elders. The performance of the responsibilities will be evaluated by the Pastor of Music Ministries and the Executive Pastor.

## **QUALIFICATIONS:**

- Education and experience in technological field media and production.
- Skilled in the use of computer software and networking.
- Proficient in graphic design software and in video editing.
- Working knowledge of media including: sound, lighting systems, video, and projection.
- Experience in working with other staff/volunteers.
- Excellent organizational and time management skills.
- Ability to function well in a team-oriented environment.
- Ability to manage projects and tasks simultaneously.
- Ability to work in a deadline intensive environment.
- Ability to see a project through from conception to completion.
- High level of initiative with minimum supervision.
- Experience in event production.
- Comfortable using sound mixing boards, personal monitors, and wireless mic equipment.
- An overall understanding of networks using wired and wireless links for both services and church office equipment.

**SCHEDULE AND HOURS:** 40 hours per week (salary position) including Sunday services. Hours during weekdays may vary due to ministry responsibilities on the weekends.

**SALARY:** Commensurate with experience and education.  
Being a church in the state of West Virginia, IBC is exempt from workers' compensation.

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## RESPONSIBILITIES:

1. Serve as technical director for all services and events including audio, visual, and lighting.
2. Responsible for recruiting and training volunteers for the media team, to handle technical requirements.
  - A. Schedule the media team volunteers for weekly services, special events, weddings and funerals.
  - B. Oversee the volunteers and ensure services and events are staffed.
3. Meet with the Pastor of Music Ministries each week to plan and prepare the technical needs for services and events.
4. Set up technical equipment and assist with platform changes.
5. Perform sound checks for the music ministries, including the praise team, and as needed.
6. Edit and load weekly media for services and events.
7. Work with digital media (eg: church sign), create videos, graphics, and visual content for services, events and ministries.
8. Ensure the recording and broadcast of services.
  - A. Oversee the audio and video recording of weekly services.
  - B. Responsible for the live stream and the editing of the Sunday morning service for the radio broadcast and church website.
  - C. Manage media duplication and distribution.
9. Responsible for the maintenance of all technical equipment in the building.
10. Responsible for the appropriate budget line items under the direction of the Pastor of Music Ministries. Purchase new equipment as needed in accordance with budgetary parameters for the church's technological needs.
11. Assist with the development, content, and updates for internet media (eg: website, Facebook) in consultation with Web Presence Coordinator and pastors.
12. Assist with technical support for church ministries (eg: youth sound, children check-in) and serve as a resource to other staff members.
13. Be Network Administrator for the IBC facilities.
14. Oversee any technical needs for outside groups who use the equipment at the church.