



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Technical Director	<b>DATE</b>	June 2025
<b>REPORTS TO:</b>	Associate Pastor - Gather	<b>DEPARTMENT</b>	Tech Arts
<b>JOB PURPOSE:</b>			
<p>The Technical Director provides strategic leadership and direction for the church's Technical Arts Department, guiding decisions that support the mission and vision of all ministries. This role oversees staff, cultivates a culture of excellence, and leads the development of a robust volunteer team across ministries. As a result of this leadership, the continued maintenance, innovation, and development of audio/visual systems are effectively executed to meet the evolving needs of the church.</p>			
<b>DUTIES AND RESPONSIBILITIES:</b>			
<p><b>Staff Development and Leadership:</b></p> <ul style="list-style-type: none"><li>• Provide vision and direction for the Technical Arts staff in alignment with church goals.</li><li>• Supervise, coach, and support staff through regular feedback and performance development.</li><li>• Create opportunities for professional growth through training, mentorship, and cross-training.</li><li>• Foster a collaborative, healthy team culture rooted in trust, excellence, and shared purpose.</li><li>• Facilitate clear communication and alignment through regular team meetings and interdepartmental collaboration.</li></ul> <p><b>Volunteer Community and Team Culture:</b></p> <ul style="list-style-type: none"><li>• Lead the recruitment, training, and development of the volunteer production team by creating streamlined systems that make it easy and welcoming for individuals to get involved. Ensure the onboarding process is accessible, engaging, and encourages long-term participation.</li><li>• Foster a welcoming and inclusive environment for new volunteers, helping them feel connected and valued from the start. Build a strong sense of community within the team and encourage long-term involvement by investing in relationships with both new and existing volunteers, including students where appropriate.</li></ul> <p><b>Supporting Other Ministries:</b></p> <ul style="list-style-type: none"><li>• Build and maintain strong working relationships with ministry leaders, staff, and external service providers.</li><li>• Collaborate with the Associate Pastor (Gather) and other teams to assess and coordinate technical needs for all weekend and midweek services.</li><li>• Oversee scheduling and support for technical crew, including ancillary roles (e.g., comms, facilities) to ensure full coverage.</li><li>• Lead and support teams responsible for executing midweek services and special ministry events.</li><li>• Ensure technical excellence and consistency across all ministry environments through proactive planning and communication.</li></ul>			

**Production Systems:**

- Oversee the operation, maintenance, and development of all production systems, including audio, lighting, and media technologies.
- Ensure all technical equipment is safe, clean, and functioning properly for regular use and special events.
- Develop and maintain system documentation, including schematics, procedures, and inventory records.
- Coordinate the setup and proper use of technical systems for large-scale services and events.
- Lead the planning and implementation of infrastructure upgrades to support long-term technical growth and reliability.

**Administration:**

- Develop and implement strategic plans for the Technical Arts Department in alignment with CLA's overall vision.
- Establish and oversee departmental goals, directives, and operational priorities.
- Prepare and manage the annual department budget, ensuring alignment with ministry needs and financial stewardship.
- Monitor expenditures and approve purchases within budgetary guidelines.
- Research and implement cost-effective initiatives to improve technical operations and support long-term ministry growth.

**Rental Management:**

- Client Coordination: Oversee technical communication with rental clients, ensuring alignment with facility capabilities and standards.
- Quoting: Approve and manage AV service estimates in collaboration with the Operations Team.
- Event Planning & Execution: Lead technical planning and delegate execution to staff or volunteers, ensuring quality and consistency.
- Post-Event Follow-Up: Review event outcomes and support invoicing processes with accurate technical documentation.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Proven ability to lead, supervise, and develop staff and volunteers, including performance evaluations.
- Strong organizational and coordination skills for managing multi-disciplinary teams and complex schedules.
- Excellent verbal and written communication skills.
- Demonstrated professionalism, ethical conduct, and customer service orientation.
- Skilled in problem-solving, decision-making, and maintaining focus under pressure or interruptions.
- Proficient in the use of computers, production software, and technical equipment.
- Sound understanding of budgeting and fiscal responsibility.
- Ability to maintain a high level of technical expertise and deliver services with excellence.

**BEHAVIOURAL COMPETENCIES:**

CLA Focus: Ability and willingness to align one's own behaviour with the overall mission and strategies of CLA:

Our Mission: Joining God in transforming our lives, neighbourhoods, nation and world.

Our Strategies:

- 1) GATHER: Regularly attend CLA's Sunday church services.
- 2) GROW: Engage in meaningful, growing relationship with God and other Christ-followers in CLA.
- 3) SERVE: Volunteer my time and talents to serve others in or through CLA.
- 4) GO: Share my faith through love and good deeds in my neighbourhood and world.

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.

**QUALIFICATIONS:**

- Education or equivalent experience in Technical Production, Audio/Visual, or related field.
- 3–5 years of live production experience; 2+ years in a leadership role.
- Proficient with AV systems (audio, lighting, video) and production software (e.g., ProPresenter, Dante).
- Strong leadership, organizational, and communication skills.
- Experience with budgeting and team development.
- Committed to the mission and values of the church; flexible schedule including weekends.

*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.*