

# New Covenant Bible Church

## Ministry/Job Description

**Position Title:** Technical Arts Assistant

**This Position Reports to:** Worship Pastor/Director

**Position Summary:** Supports the ministries of New Covenant Bible Church with a specialty in the technical arts areas.

| Key Areas of Responsibility                                   | Specific Tasks  |
|---|---|
| 1. Lead A/V Tech Teams  | <ul style="list-style-type: none"><li>• Coordinate tech teams of volunteers to ensure adequate personnel to meet ministry needs</li><li>• Implement and oversee clear lines of communication between worship team members addressing technical needs</li><li>• Coordinate technical setup and teardown for all ministry events both on and offsite in response to ministry needs as requested and scheduled</li><li>• Provide tech operator support for all scheduled events both on and offsite by coordinating the operator schedule with Head Techs</li></ul>                                |
| 2. Provide Media Content for Ministry Events                  | <ul style="list-style-type: none"><li>• Participate on a team to provide audio/visual content for ministry events and web as requested and scheduled:<ul style="list-style-type: none"><li>a. Schedule requests with Worship Pastor</li><li>b. Purchase produced content</li><li>c. Shoot original content</li><li>d. Edit content</li><li>e. Provide completed project by agreed upon date</li></ul></li><li>• Organize and maintain a functional archive of purchased and produced media</li><li>• Organize and maintain a functional archive of past events (both audio and video)</li></ul> |
| 3. Oversee Maintaining of Audio, Lighting and Video Equipment | <ul style="list-style-type: none"><li>• Schedule with Worship Pastor and techs all ongoing and immediate tech equipment maintenance needs (Worship Center, HS Room, Foundry, Hangar, Lodge, Classrooms and Portable)</li><li>• Oversee and maintain storage of all tech equipment</li><li>• Work with Worship Pastor and techs to research and recommend new equipment purchases</li><li>• Interface with IT Team to maintain connectivity and functionality with systems through facility</li></ul>  |
| 4. Other  | <ul style="list-style-type: none"><li>• Support NCBC mission, vision and values of making disciples</li><li>• Perform other duties as mutually agreed upon with Worship Pastor</li></ul>  |

| <b>Technical Systems</b>       |   |
|--------------------------------|---|
| 1. Audio                       | <ul style="list-style-type: none"> <li>• Digidesign/Avid Sound Board</li> <li>• Analog Sound Board</li> <li>• London Sound Processing</li> <li>• Symetrix Sound Processing</li> <li>• Dante Protocol</li> </ul>   |
| 2. Lighting                    | <ul style="list-style-type: none"> <li>• ETC Dimming</li> <li>• Jands Vista Lighting Consoles</li> </ul>  |
| 3. Video                       | <ul style="list-style-type: none"> <li>• ProPresenter</li> <li>• Pro Video Player</li> <li>• Ross Video Switcher</li> <li>• Video Broadcast equipment (Cameras, encoders, decoders, etc.)</li> </ul>  |
| 4. Video Editing               | <ul style="list-style-type: none"> <li>• Adobe Production Suite</li> </ul>  |
| <b>Position Qualifications</b> |   |
| Education or Work Equivalency  | <ul style="list-style-type: none"> <li>• Passion to invest in people, building teams and serving others</li> <li>• General Knowledge of A/V Technical Equipment</li> </ul>  |
| Required Qualification(s)      | <ul style="list-style-type: none"> <li>• Servant Leader</li> <li>• Ability to prioritize and meet schedules &amp; deadlines</li> <li>• Strong organizational skills with emphasis on details &amp; follow-up</li> <li>• Previous experience with Apple operating systems</li> </ul> |
| Desirable Qualification(s)     | <ul style="list-style-type: none"> <li>• BA Degree or equivalent experience</li> </ul>  |