

**Title ::** Technical Associate Director  
**Campus ::** Christ's Church Mandarin; Christ's Church Academy  
**Classification ::** Exempt, Full-Time  
**Reports to ::** Creative Director  
**Supervises ::** Production Associates, Ministry Leaders & Volunteers  
**Updated ::** 04.15.24



### Role Overview & Scope

The primary purpose of the Christ's Church Technical Associate Director is to develop, implement, and maintain all production and video workflows for the Christ's Church (CC) Mandarin campus (regular services and extra events) and to provide oversight and support for Christ's Church Academy (CCA) events happening specifically on the church campus. This role will coordinate and oversee the implementation of production hardware, software, and general processes in support of campus-wide events for CC and CCA. Assists with audio, video and lighting (AVL) for all worship environments and video projects where needed, including coordinating, capturing, and editing video projects as directed. The Technical Associate Director will serve a centralized production function to ensure consistency in experience from a mega, multi, and micro-site perspective and oversee a team of part-time production assistants and contractors.

### Responsibilities & Tasks

#### People

- Collaborate with Creative Director, CC Leadership Team, and CCA leadership to ensure alignment with strategic vision for the worship experiences and events for CC and CCA
- Collaborate with Production Associates and Coordinators from all campuses on video production elements
- Collaborate with CCA teachers and staff on all workflows and projects assigned from CCA
- Recruit and equip camera ops, video, and photo team leaders and volunteers for CC
- Lead strategically by addressing spiritual, emotional, and physical needs

#### Process

- Plan, execute, and review events held on the church campus for CC and CCA
- Plan and execute production elements for weekly CCA chapel services
- Program and review all required elements that pertain to video capture and streaming for events
- Assist in creation and implementation of sets, hardware and programming of all worship venues
- Assist with organizing the storage of both film and photo content for easy accessibility
- Schedule and train volunteers and staff on video and production systems and workflows
- Review weekly services and events, helping to develop and maintain a unified and synergistic approach to planning for CC and CCA
- Communicate all areas of responsibility to other staff members and teammates
- Organize and oversee general AVL routing and maintenance on CC campus

#### Systems

- Utilize the designated essential tools in ROCK as required
- Utilize Planning Center on-line to plan, communicate and execute weekend worship experiences
- Utilize Pro Presenter, Adobe Premiere, and Adobe Audition, etc.
- Utilize both Windows and Mac OS
- Utilize Office 365 suite of products (Outlook, Teams, OneDrive, and SharePoint)
- Maintain up to date status with all video software, firmware, and hardware used regularly
- Utilize Resolume platform for live video streaming
- Utilize Onyx for lighting programming and production