

Job Description



Title:	Technical Assistant
Classification:	Support Staff
Reports to:	Worship and Production Director
Hours:	Part-time position
Compensation:	As negotiated
Benefits:	N/A
Vacation:	Consistent with established policies

SUMMARY AND PURPOSE

The technical assistant is a part-time position and will oversee all audio/video/lighting (AVL) volunteers and operations. This role will also operate as a livestream audio engineer and will produce live services (Sundays and Harvest Youth every Tuesday). Preparations will need to be done during the week for the Sunday morning services. The technical assistant understands video, lighting, projection, wiring, presentation software, and audio. The technical assistant will assist the worship director in recruitment, training, scheduling of volunteers and producing services and special events. The required hours are 15-20 hours per week depending on the workload of the week. This includes Harvest Youth on Tuesday nights, Sunday morning worship services and occasional special events.

RESPONSIBILITIES AND DUTIES

In-Person and Livestream Worship and Youth Services

- Provide leadership and oversight
- Hold ultimate responsibility for all audio, video, lighting, and production elements
- Direct stage set up and tear down for services and events
- Configure the consoles for the upcoming services

Harvest Kids and Awana

- Recruit and develop an on call tech team to resolve tech issues throughout Harvest Kids (Sunday mornings) and Awana (Wednesday evenings)

SKILLS, ATTRIBUTES, AND EXPERIENCE

- A committed follower of Christ with personal qualities of integrity, credibility, and a commitment to the mission of the church
- An ability to lead and take initiative
- An ability to mix audio, to run lighting, presentation and related production software and proficient in video presentation (Allen & Heath Avantis boards, Onyx/Vista, Waves, Dante routing, ProPresenter, and ATEM video switcher with Black Magic Cameras are our primary uses for a normal Sunday mornings)
- Experience mixing in a livestream and studio environment
- Proficient in a variety of digital audio workstations (Pro Tools, Studio One, Ableton) and proficient with related audio production tools (Waves)
- Have knowledge and skills in stage set building and design
- Ability to troubleshoot problems which may occur during a service or an event and efficiently recover the service
- Receptive to change, constantly striving for excellence
- Good communication skills
- Ability to get things done and to work under pressure
- Proficient in AVL wiring, soldering, repair, troubleshooting, and maintenance
- Must understand how to use media and technology in an effective way to contribute to worship.

HOURS

The technical assistant would be required to be on location on Sundays from 6 a.m. to 1 p.m., on Tuesday evenings from 5 p.m. to 9:30 p.m. and whatever additional hours would be needed for equipment maintenance and preparation.

QUALIFICATIONS

Character

1. Must be maturing spiritually (Colossians 2:6-7) consistent with the 4 pillars and 3 Ws.
2. Must be increasing in the fruit of the Spirit (Galatians 5:22-23).
3. Must demonstrate a servant's heart (Mark 10:42-45) and be teachable and humble (Philippians 2:3-7).

Competency

1. Must be highly skilled in the use of media and technology in an effective way to contribute to worship.
2. Must have strong organizational and relational abilities consistent with a ministry leadership role.
3. Must demonstrate initiative, creativity, and excellence in leading within the established vision.
4. Must be a ministry builder and equipper (Ephesians 4:11-12) with skill in recruiting, developing, evaluating, and encouraging volunteer leaders and teams.

Chemistry

1. Must be committed to the local church and active in building community (Acts 2:42-47).
2. Must demonstrate an ability to relate well and work efficiently with his fellow staff members and all volunteer leaders and teams under his oversight.

Conviction

1. Must be in full agreement with the Harvest [mission](#), [doctrine](#), [pillars](#), and approach to ministry and be convinced of their effectiveness in building the church.
2. Must be aligned with Harvest affiliations and partnerships including [Acts 29](#).
3. Must agree to abide by the staff policy manual.

Capacity

1. Must be highly motivated and action oriented; a strong work ethic; a get-it-done kind of person.
2. Must be willing to put in the hours necessary while maintaining a healthy personal and family life.