

# Tech Arts Associate |

## Job Description



**Responsible to: Technical Arts Director**

**Working Relationships:** Programming, Music, Visual & Graphic Arts, Communications, IT, Event Coordinator, Volunteers.

**Scope of Position:** Support KCC's vision by assisting the Technical Arts Director in all aspects of technical A/V solutions.

**Time Commitment:** Part Time: 24 hours/week

### **Typical Duties:**

- Provides technical support to Tech Arts Volunteers (sound, lighting, stage, graphic, camera, interns) at all U.S. campuses with setup/teardown and coverage during events.
- Manage all tech needs for special events (including graphics, lighting, audio, video).
- Work with the Technical Arts Director and Event Coordinator on details regarding special events in all venues.
- Assist the Technical Arts Director with management of the volunteer schedule for large scale events at the Kentwood Campus.
- Assist the Technical Arts Director with management of A/V systems at all U.S. Campuses.
- Assist the Technical Arts Director with Training of Volunteers.
- Oversee Special Events Volunteers.
- Maintain a culture where people are inspired to serve, and find deep fulfillment and affirmation.
- Pursue education and training to continue to grow in the areas of Leadership and Media related issues.
- Report all tech-related equipment issues directly to the Technical Arts Director.
- Be a contributing, valued member of both the Worship Arts Ministry (WAM) Core team & the KCC Staff team, by attending All Staff meetings (Staff Chapel, monthly staff meeting, monthly WAM core meeting, annual staff retreat) and pursuing the betterment of the team over personal desires.

### **Basic Personal Responsibilities:**

- Confesses to be a born again Christian and seek the will of God in his/her life.
- Maintains a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of the resources given to them by God.
- Demonstrates a servant's heart as a member of the KCC team.
- Submits willingly to and understands the importance of an accountability relationship.
- Models the KCC mission, vision and core values.
- Maintains proper priorities and balances in his/her life.
- Commits to personal evangelism opportunities within and outside of the church.
- Actively worships with his/her family at KCC.
- Becomes an active member of KCC within 6 months of employment.

### **Position Requirements:**

- Seeks out an understanding of the important role that Technical Arts plays in the spiritual environment at KCC.
- Demonstrated ability to multi-task, meet deadlines and maintain composure under pressure.

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- Demonstrated ability to communicate effectively, both verbal and non-verbal formats, with people of varied ages and temperaments – including volunteers, staff and outside vendors.
- Demonstrated artistic and creative skills in media formats.
- Self-starter with minimal need for supervision.

### **Professional Qualifications:**

- Previous work experience with A/V equipment management.
- Up-to-date knowledge and significant experience with leading edge technology in the fields of Sound, Lighting, and Video & Camera.
- Proficient with Apple and Windows based computer systems with working knowledge of professional video editing and presentation programs (Final Cut Pro, Adobe Creative Suite, ProPresenter, etc.) and recording software (Pro Tools, etc.)

**NOTE:** This document describes typical duties and responsibilities and is not intended to limit Kentwood Community Church from assigning other work as needed.

**Application Requirements:** Résumé is due by Tuesday, July 31, 2018.

**Please submit to the Technical Arts Search Committee via [email link](#).**