

# Tech Arts Associate |

## Job Description



**Responsible to:** Pastor of Worship Arts, Director of Programming Arts, Director of Technical Arts

**Working Relationships:** Programming, Music, Visual & Graphic Arts, Communications, Facilities, IT

**Scope of Position:** Tech Arts Associate is responsible for assisting the Director of Technical Arts in all aspects of technical A/V solutions and support at KCC and works together with other ministries to effectively enhance the worship and environmental venue experience.

**Time Commitment:** Part Time – 29 hours

### Typical Duties:

- Provide technical support to Tech Arts Volunteers (Sound, Lighting, Stage, Graphic, Camera, Interns), direct staff at Kentwood, Wyoming campuses with set up/tear down and coverage during events
- Assist (Weekend) Screen Team Leader with content load and coverage during events
- Provide and troubleshoot tech connections during multi-room events
- Recruit, train and develop volunteers and staff into Tech Arts volunteer positions
- Assist with all maintenance issues related to media equipment to provide direct service whenever possible to minimize equipment downtime and expense
- Pursue provided education and training to gain knowledge of Leadership and Tech related issues
- Report all tech-related equipment issues directly to Director of Technical Arts

### Position Requirements:

- Confesses to be a born again Christian and seeks the will of God for his/her life
- Participate in KCC's Real Life Discipleship Journey
- Maintain a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of the resources given to them by God
- Seeks an understanding of the important role that Technical Arts play in the spiritual environment at KCC.
- Demonstrates ability to multi-task, meet deadlines and maintain composure under pressure
- 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-starting, needing minimal supervision
- Models the KCC Mission, Vision, and Core Values
- Maintains proper priorities and balance in his/her life
- Actively worshipping with his/her family at KCC and become a member within six months of employment

**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, Video and 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.)
- Able to commit to 1 year minimum

**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 and cover letter

**Please submit to:** [Tech Arts Search Committee](#)