

**Position Title:** Technical Director

**Reports to:** Worship & Creative Arts Pastor

**FLSA Status:** Full-time, Exempt

**Department:** Weekend Experience

**Supervises:** Associate Technical Director

**Pastoral Status:** Non-pastoral

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## **JOB SUMMARY**

The Technical Director's (TD) primary role is to plan, prepare, and produce weekend worship services and special events; leading all aspects of audio, video, and lighting (AVL) production, both in person and online. This role ensures high-quality, distraction free environments that help people find and follow Jesus through creative and technical excellence.

Beyond the execution of the weekend, the TD champions innovation of all Worship Experience locations by continually assessing, improving, and evolving our technical systems and experiences to better serve our mission. This includes strategic upgrades, improved processes, creative problem-solving, and intentional volunteer development.

The TD will recruit, develop, lead, and provide oversight to the volunteer technical team of 8-10 volunteer positions each Sunday. This includes intentionally building a team that reflects a wide range of ages and experiences while creating opportunities for both seasoned adults and emerging leaders to serve. A particular emphasis will be placed on engaging and equipping students, helping them discover and develop their technical and creative gifts in service to the church.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Collaborate weekly with the Weekend Experience Team to evaluate past services and design future ones with excellence and intentionality
- Collaborate with Associate Technical Director to program and operate audio, lighting, and video systems for all weekend services and special events
- ProPresenter Lyric Automation, LED Wall, and others
- Schedule, train, and oversee technical volunteers for weekend services
- Ensure technical systems run smoothly for both in-person and live-streamed experiences
- Coordinate production of weekend worship services
- Coordinate with the Weekend Experience Team on any service changes
- Plan, prepare, and produce other special services/events
- Lead continuous improvement of the worship center's technical environments—pursuing clarity, creativity, and innovation in sound, lighting, and visuals
- Review analytics and feedback from livestreams and services to enhance engagement and quality

## **Participate in Message planning / Creative Planning Teams**

- Partner with Creative and Message Planning Teams to bring creative elements to life, including video integration, stage design, and visual storytelling
- Oversee stage design planning, implementation, and innovation according to the preaching calendar and creative direction

- Identify opportunities for new technologies or methods to elevate worship and teaching moments

### **Volunteer Oversight**

- Recruit, train, and equip volunteer team members for excellence and confidence in their technical roles, with an emphasis on engaging and equipping the next generation
- Develop a culture of spiritual growth, teamwork, and servant leadership among the tech team
- Intentionally connect with the volunteer team to ensure volunteers feel valued and supported
- Lead leaders who will lead other team members who will execute the roles/responsibilities of the ministry while maintaining a level of intentionality and excellence

### **Development of Worship Environments**

- Drive ongoing innovation of the worship environments, staying aware of trends, tools, and techniques that can enhance the experience
- Develop and execute short/long-term strategies for system upgrades, maintenance, and scalability
- Lead evaluation and improvement of workflows, equipment setups, and volunteer processes
- Develop and manage the AVL budget - set strategic budget priorities
- Collaborate with AVL partners and vendors for consultation, maintenance, and implementation

### **Technical Support of Other Ministry Areas**

- Provide technical support and consulting for other ministry areas (CPKids, CPStudents, Missions, etc.) as needed
- Assist ministry teams in developing simple, sustainable AVL setups that foster shared standards and easier troubleshooting

### **Multi-Site Preparation & Execution**

- Lead the technical preparation and execution of future multi-site expansion. Collaborate with ministry teams and operations to assess facility needs and design appropriate AVL systems for the size and space.
- Develop systems and processes that can scale up to ensure a consistent and excellent worship and technical experience across all campuses
- Oversee the planning, purchasing, and installation of equipment for new or renovated spaces, ensuring quality, efficiency, and long-term sustainability
- Maintain clear documentation and reproducible workflows

**This job description is not intended to be all inclusive and the employee will also perform other reasonably related job duties.**

## **QUALIFICATIONS**

### **Education/Experience**

- High School diploma or equivalent required; Bachelor's degree in related field preferred
- Experience Preferred: 3-5 years technical leadership experience in a large church setting (1000+)

### **Skills/Specialized Knowledge/Abilities**

- Intermediate knowledge of live audio production with digital audio consoles (Dante Networking preferred)

- Intermediate knowledge of theatrical lighting (ETC Eos family software preferred) and LED Wall
- Intermediate knowledge of live video production including video switching, graphics and IMAG (ProPresenter); experience with Blackmagic Design switchers preferred
- Intermediate knowledge of live streaming
- Advanced ability to plan and budget time appropriately (i.e., Sunday service flow)
- Advanced ability to adapt and problem-solve in the moment
- Advanced ability to troubleshoot technical issues
- Intermediate ability to communicate with volunteers, vendors and staff
- Advanced experience estimating costs and working within a set budget
- Ability to select, train, supervise and assign work to a team of volunteers
- Advanced written and verbal communication skills; able to effectively communicate technical concepts and safety instructions, instruct others on the use of highly technical equipment and originate and/or edit technical or advanced materials
- Ability to plan for and meet strict deadlines and execution dates/times
- Computer proficiency with email, spreadsheets, planning software and word processing in a Mac environment
- Advanced skills using streaming, publishing/graphic design and presentation software

### **Licenses/Registrations/Certificates**

- N/A

### **WORK SCHEDULE**

- **Weekdays:** Mon-Thurs, with evening hours required for worship rehearsal. Can flex time to compensate. **Sunday Hours:** 6:00 AM to 1:30 PM
- 40 Hours per week
- **Holidays** such as Easter and Christmas are required workdays, and the week leading up to these holidays should be considered unavailable for personal vacation.

### **PHYSICAL REQUIREMENTS**

#### **Work Environment**

- The noise level in the work environment can reach high levels during time rehearsing or leading worship

#### **Physical Demands**

- **Lifting:** The ability to lift and move equipment, with some positions requiring up to 50 or even 100 pounds
- **Stamina:** Frequently standing, walking, bending, twisting, and kneeling to set up or manage events
- **Climbing:** Accessing high areas may require climbing stairs, ladders, or scaffolding
- **Vision:** Specific vision abilities are required, including close, distance, color, and peripheral vision, along with depth perception and the ability to adjust focus
- **Dexterity:** Good hand and finger dexterity is necessary for operating computer keyboards, control boards, and other equipment
- **Walking:** Walking between buildings or across a campus is often required

### **SPIRITUAL REQUIREMENTS**

As a Center Pointe staff member, you are expected to: be an actively contributing member of Center Pointe aligned with the beliefs in our Statement of Faith, reflect Christ in both words and actions and follow Christ

as a role model in their personal life and ministry at Center Pointe, and to promote and demonstrate the Center Pointe Core Values and Staff Values as part of an ongoing lifestyle.

**PERFORMANCE REVIEW**

The TD will participate in a performance review process at least annually. Performance will be measured relative to staff and church values, as well as the job description and strategic objectives previously established.

**EMPLOYMENT AT-WILL**

All employees of Center Pointe are at-will, and as such, are free to resign at any time without reason. Center Pointe, likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Center Pointe has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

**ACKNOWLEDGMENT**

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor.

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Employee Printed Name

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Employee’s Signature

\_\_\_\_\_  
Date

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Supervisor Printed Name

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Supervisor’s Signature

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Date