



Ministry Job Description *November 2022*

Position: Audio/Visual Technician

Purpose: Participate in design, implementation and maintenance of technology related to audio, video, media and lighting for RockPointe Church expressions, events and rentals; support technical volunteers; provide support and fill vacant roles as needed for weekend services.

Reports to: Technical Director

Works closely with: House Technician (part-time third-party rentals and other support)
Creative Arts Administrator
Creative Arts Design Team

Reporting to position: Technical Volunteers

Department: RockPointe Creative Arts

Customers and contacts:

- Staff and ministry leaders
- Third-party rental customers

Time Requirements

- 32 hours/week
- Includes Saturdays (suggested "weekend" would be Sunday/Monday)

Core Responsibilities:

1. Model authentic discipleship (all staff)

- Listen to God, do what He says, and help others to do the same
- Model a Christ-centered, Spirit-led life
- Submit to guiding documents defined by RockPointe leadership
- Be committed to and model a posture of lifelong learning

2. Weekend Gathering Support

- On-call technical support for all expressions/sites and services
- Fill vacant volunteer positions as needed

3. Technology (Audio, Video, Media and Lighting)

- Ensure all AV-related technical equipment is stable and reliable
- Troubleshoot technical issues in an effective and timely manner

- Replace, repurpose, update or upgrade equipment according to the strategic plan
- Ensure audio and media resources are prepared for weekend gatherings and events as needed
- Adjust lighting configuration and designs as necessary
- Assist in capture and production of audio and video for services and ministries
- Develop plans and deploy special technical projects as needed
- Participate in long-range planning
- Maintain an inventory of technical hardware and software
- Maintain a strong general knowledge of current and emerging technologies
- Advise on technology-related policies and procedures as new scenarios emerge
- Network with industry and ministry professionals

4. Technical Volunteers

- Define and deploy workflows that see volunteers efficiently move from interest through training to active serving
- Anticipate and address volunteer needs with timely communication of critical information
- Provide ongoing training for technical volunteers
- Nurture a healthy sense of community and mutual support among technical volunteers

5. Third-Party Rentals

- Help to identify the technical needs of third-party facility rentals; assist in making arrangements to meet them
- Maintain technical resources specific to rentals

6. General Ministry Support

- Assist RockPointe ministries with design, deployment and troubleshooting of audio, video, media, lighting, and digital delivery-related endeavours
- Provide technical support for staff events

7. Staff Team Participation

- Participate in regular RockPointe Design Team meetings
- Participate in occasional offsite Creative Arts ministry strategy meetings
- Attend all-staff events

8. As appropriate, further serve the church by coordinating your unique gifts, abilities and passions with those of our existing staff and lay leaders to meet diverse ministry needs and opportunities.

Principle Qualifications, Skills and Competencies:

- Humble and vibrant faith in Christ and a growing relationship with Him
- Compelled by role of technology in furthering the Kingdom of God
- Strong organizational skills
- Demonstrated ability to work with and lead volunteers
- Strong ability to work in a collaborative team environment
- Attention to detail and commitment to excellence in all work activities
- Good written, oral and interpersonal communication skills
- Strong familiarity with modern sound, lighting, media and video systems and software as applied in both live and production environments
- Lifelong learning posture
- Support the mission, vision and values of RockPointe Church

Starting Date: As early as December 5, 2022

Application Process:

- Please submit resumes to the attention of:
Rachelle Bey
Administrator, RockPointe Church
office@rockpointe.ca
- Applications will be accepted until the position is filled