## Technical Arts Coordinator Position Description: Working Draft

**Position Overview:** The Technical Arts Coordinator is responsible for overseeing Harderwyk Ministries sound systems, projection systems, livestreaming, video and sermon podcasts production, and other staff support details as potentially assigned and budgeted time allows.

**Hours:** Part Time budgeted 20 hours per week. 4 Sundays per month are normally scheduled. Some joint worship outdoor summer holiday weekend service assistance can also be expected.

**Compensation:** The salary is commensurate with education and experience. This is a twenty (20) hour a week position, with six (6) Sundays off a year and the responsibility of insuring that everything is covered when gone.

**Qualifications:** The Technical Arts Coordinator must be collaborative, a skilled administrator, and adaptable. A bachelor’s degree or certifications related to responsibilities is preferred. The Technical Arts Coordinator must be committed to Harderwyk’ s collaborative ministry model, vision, mission, and values and infusing them into their relationships and responsibilities across campus.

***General Expectations:***

* Member in good standing with Harderwyk Ministries, or willingness to become a member.
* Active in the life and ministry of Harderwyk.
* Weekly attendance at scheduled Wednesday morning Staff Meetings as much as possible.

**Reports To:** Executive Pastor, with close working ties to the Teaching Pastors in each community and the Discipleship Administrative Assistant.

**Primary Functions:**

* Manage Harderwyk’ s projection systems employed in the three worship venues. Serve as the point person for normal trouble shooting needs and serve as lead contact to vendors for additional troubleshooting.
* Manage the Livestreaming systems across campus, including updating firmware, troubleshooting, assisting with customization, and assisting with training, when requested.
* Manage the Sound Systems across campus, including updating firmware, troubleshooting, and assisting with training, when requested.
* Plan and oversee updates to existing audiovisual systems across campus.
* Administer and ensure that the livestream feeds are set-up and distributed to the appropriate Vimeo and YouTube Channels for our weekly and special services.
* Develop and continually refine processes for editing and preparing the service videos for posting to the website.
* Develop and continually refine processes for editing and posting podcasts of the sermon each week to the appropriate platforms.
* Develop troubleshooting guides for the sound systems, projection systems, and video livestreaming/capture systems the worship venues.
* Assist with developing procedures and guidelines for managing and implementing production technologies across campus, encourage and support existing volunteers, and potentially help train new volunteers.
* Be available, when needed, for tech support at special events, services, or volunteer shortages / sickness to run sound, projection, and assist with livestreaming. Potential for extra income assisting with tech for Funerals and Weddings may also be available.

**Secondary Staff Support Potential Overlap Functions with Finance Administrator:**

* Serve as secondary administrative back up to Office 365 and Teams staff needs.
* Administer Harderwyk’ s licensing agreements, including Office 365, CCLI / CVLI, Spectrum Internet, Domain Registrations, and other related accounts.
* Support Harderwyk’ s IT infrastructure and firewall in cooperation with our Managed Service Provider.
* Support PC purchases and implementation for eligible new staff hires, and replacement PCs for existing staff as deemed necessary.
* Oversee office equipment contracts and related office equipment and telephone needs.

Jan 31, 2024; 15-Feb-24