

*We exist to exalt Jesus Christ, to become His fully devoted followers
and to share His grace and truth with all people.*

**DIRECTOR OF CREATIVE MEDIA & TECHNICAL PRODUCTION
SALEM ALLIANCE CHURCH**

Department: Worship & Tech
Supervisor: Pastoral Management Team (PMT) level supervisor
Supervises: Technical Ministries Specialist
Volunteers: Recruits, Places, Develops, Encourages
Exempt Status: Exempt
License Requirement: No

HOURS PER WEEK: Full-time (40) hours including hours on Saturday & Sunday

EXPERIENCE

- Minimum of 4+ years of Audio / Visual / Lighting experience
- Minimum of 4+ years Producing and/or Cinematography
- Past Experience as a Technical Director

SPIRITUAL QUALIFICATIONS Possess a mature and growing relationship with Jesus Christ, consistently demonstrating spiritual gifts, fruits of the spirit, and character of a person surrendered to Jesus and filled with the Spirit. Be in agreement with the Statement of Faith and Staff Culture / Values of Salem Alliance Church.

DESCRIPTION: The Director of Creative Media & Technical Production is responsible for all aesthetic and technical aspects of live and production-oriented AVL (audio, visual, lighting) needs, including design, operation, and maintenance. The Director position has overall responsibility to provide leadership and direction and to assist to produce digital video content. The Director will be a self-motivated learner, continuously innovating to set the vision for the creative/aesthetic worship experience through designing and implementing technical teams and systems to be used throughout the facility and through our online platforms. The Director is responsible for setting the spiritual tone for the technical ministry and will recruit, train, and manage multiple teams of volunteers to help foster a welcoming and immersive worship experience. This role's ultimate goal is to ensure that services and events across campus can use technology efficiently, effectively, and strategically in ways that present an atmosphere reflective of Salem Alliance's vision and mission.

CORE JOB FUNCTIONS: An employee in this classification shall perform core functions as outlined below. However, these core functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Visionary Leadership

- As a Director, plan, organize, and supervise the work of staff and volunteers; casting vision for excellence in service and support in weekend services; leading by example in providing hospitality and high-quality service and support to guests at Broadway Commons

- Train, mentor, encourage and challenge members of the worship / tech team in their spiritual walk and ministry calling
- Provide strategic, visionary leadership to Technical Ministries by staying current on latest technological advances and current trends in church worship and media
- Connect and collaborate with other churches, networking in areas of worship, tech, and creative media
- Effectively tend to his/her soul and actively pursue personal spiritual growth and development through spiritual disciplines (e.g., prayer, Bible reading/study, soul care, spiritual relationships, church attendance)

2. Weekend Technical Director & Broadway Commons Oversight

- Actively participate in weekly planning meetings.
- Lead and/or delegate weekend technical director duties including lighting, sound, visual files (ProPresenter) and any other necessary components of a weekend service
- Oversee weekly set up for the platform, including essential aspects for the band and preacher
- Demonstrate expertise in live audio mixing, including proficient knowledge of equalization, dynamics processing, and effects, to create professional-quality sound for both in-person and streaming experiences.
- Demonstrate strong interpersonal skills and effective communication with worship band members while maintaining a collaborative spirit throughout rehearsals and services.
- Troubleshoot and oversee any potential technical issues; assure all sound & video is running effectively and smoothly
- Collaborate with the Pastor of Online Ministries for setup and execution of live streaming operations for weekend worship services, ensuring seamless integration between in-person and online experiences through proficient use of streaming technology and equipment.
- Ensure high quality customer service and tech support is provided for guests at Broadway Commons in a spirit of excellence and hospitality

3. Operations

- Collaborate with Director of Finance and PMT Supervisor on budget requests and expenses
- Design and manage tech staff schedule and work hours to ensure coverage for Salem Alliance Church and Broadway Commons
- Oversee all technical needs and teams for special events (weddings, funerals, etc)
- Maintain working knowledge and ability to troubleshoot the following systems: Yamaha CL5 sound console, Lightkey software and dimmer system, ProPresenter, Livestream system, LED projection system, wireless microphones, Dante system, RIO racks and Blackmagic switcher software, Bitfocus software, midi note translator, Aviom in-ear system, Behringer X32 and Behringer XAIR 18 sound consoles.
- Oversee the inventory of equipment as well as regular maintenance and repair as needed with the budgetary approval. This includes keeping all software and hardware updated.
- Researching and proposing the purchase of new equipment

4. **Volunteers**

- Recruit, train and shepherd volunteers
- Create and maintain volunteer scheduling in Planning Center
- Ensure regular communication with volunteers
- Set up and assist in volunteer meetings and trainings
- Network and build relationships with potential volunteers, assuring volunteer needs are being met

5. **Media Production**

- Support the creative and production video elements for message series, online services, weekend services, and special events.
- Scout video locations, plan video shoots, execute the capturing of audio and video, and editing final product with efficiency and excellence.
- Execute production of announcements or other weekend service components with creativity and energy that are highly engaging.
- Identify and produce life-changing stories
- Manage projects effectively, meeting timelines, quality expectations, and overall goals.
- Supervise B-roll capture of ministry programming and events (Baptisms, outreach, camps, etc.)
- Ability to create Motion Graphics for social media, song support videos etc.
- Find or create inspiring audio music beds for videos, testimonies, or any other created video content.

MINIMUM POSITION REQUIREMENTS: The equivalent of four or more years of full-time experience in a setting comparable to the church, overseeing the successful operation and troubleshooting of creative media and technical production.

Additional Requirements:

1. Strong relational skills.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must: possess coordination and balance to traverse cat walks, climb ladders and install equipment, sometimes in awkward locations; must be able to regularly climb stairways to access equipment; must be able to operate technical equipment, requiring good dexterity, vision and aural skills; must possess mobility to work in

office setting and utilize standard office equipment, including a computer. The employee is required to stand, kneel, crouch, walk, sit, use hands and to reach with hands and arms. The employee must be able to lift up to 70 pounds from the ground. The Director of Technical Ministries must have the physical and mental stamina to work a flexible schedule including weekends and some holidays; to work with large numbers of staff and volunteers simultaneously, to think clearly in the midst of pressure, to perform job responsibilities at multiple back-to-back weekend services, to keep track of multiple priorities and to meet multiple expectations. On occasion, work requires a stage presence before large audiences.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works mostly indoors and is required to use a variety of office and technical equipment. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. The employee must climb stairs many times each day to locations that have no elevator access. The employee may drive several times each week to attend meetings, make purchases or attend training.