

February 2010

## **Ventura Missionary Church Technical Director/Producer**

**Ministry Purpose:** The technical director/producer's job is to create and facilitate excellent sound and visual productions for the ministries of Ventura Missionary Church, Ventura Missionary School, and the Ventura Counseling Center producing creative media instruments to enhance the ongoing ministries while coordinating the creative needs with the technical needs of each ministry and working with the existing IT structure and staff.

**Desired background:** Hands on experience with sound and light boards, audio/video recording, Powerpoint, Media Shout, Adobe Illustrator, Adobe PageMaker, Adobe Photoshop, html, and web design and management preferred. Experience in producing a "live" service event while coordinating several technical teams and the platform team is a must. An extensive background in computer technology to facilitate and support applications that often interfaces with the sound/video ministry. Ability to navigate through an existing secure Exchange server environment to provide relevant technologies and media to our congregation is desired.

**Desired Relational/Leadership Background:** Must have leadership abilities and the ability to create, manage, and facilitate teams. Must be able to recognize and nurture ones ability and train others up in order to keep a strong team of individuals ready to assist. Must be able to work with other technical and non technical individuals in love fostering a team environment.

### **#1 Priority - Sunday morning service preparation.**

Produce all aspects of the sound, lights, video graphics, and audio/video recording, during the 8, 9:30 and 11 a.m. services. This includes coordinating the platform transitions before and after each one, with a goal of starting each service on time.

#### **Specifics:**

1. Develop a video team that can write, film, and edit 2-5 minute videos for use in Sunday services and other events.
2. Provide platform enhancements as requested, and as time allows. This would be artwork, signs, props, etc.
3. Attend midweek practices as requested by worship pastors or teaching pastor.
4. Oversee the audio/DVD duplication products for purchase.

### **#2 Priority - VMC/VMS Ministry events technical support.**

The goal is to provide technical support for events scheduled through the master calendar by pastors and lay leaders. These would include services and events on campus and at retreat sites.

#### **Specifics:**

1. Obtain detailed information on each event scheduled through Leslie Dufresne for the Master Calendar. Complete a checklist of each technical area that is requested at least 1 week prior. Include the name and contact number of the technical support team that will serve at the event. Supply copies of the checklist to: 1) the ministry leader in charge; 2) each technical person involved; 3) Worship Pastor; 4) Admin Assistant.

2. Serve as producer/director at large events involving several ministries. These would include the Christmas musical, seminars, rally events, etc.
3. Serve as the contact person and producer for unscheduled events, primarily funeral/memorial services.

### **#3 Priority - Recruit, train, manage, and encourage lay technical teams.**

The ministry role of the director is to model and teach a spirit of serving - first, the Lord and then the pastors and congregation. Because the volunteers serve behind the scenes, special effort must be given to encourage the team members.

#### **Specifics:**

1. Keep a detailed monthly calendar of who is serving at each service and extra events. Distribute this to everyone who serves.
2. Develop training and mentoring sessions to increase the number of qualified personnel.
3. Have regular meetings with the individual teams - sound, lights, video - to allow for planning, feedback, and team building.
4. Develop a written maintenance schedule for the equipment in all areas of the campus.
5. Keep all portable audio and video equipment in working orders. Develop a check in/out system for lay staff.

### **#4 Priority - Technology Advisor and project manager.**

The Technical Director's job is to keep apprised of advances in technology and how they would enhance the church's ministry. The challenge is to research what could reasonably be considered, and presenting a timely plan for purchase through the budget or other funding.

#### **Specifics:**

1. Integrate new technology that will help connect the congregation with the church and each other, e.g., podcasts, Iphone app., VMC Facebook page, etc.
2. As of the date of this document, there are 2 projects on the "drawing board". These include upgrading the lighting system in the sanctuary and, a new sound and video system in the Fireside Room.
3. Any major technology projects need to have a timely plan presented to the Senior Pastor and Music Pastor. Then it must be brought to the Trustee Board and, possibly, on to the General Board for approval.
4. Read periodicals, attend trade conferences, contact other church technical directors, etc., to keep current on equipment that is being used successfully in churches similar to our size and budget.