

**JOB DESCRIPTION: *Technical Arts Assistant***

**Responsible to:** Director of Technical Arts & Production

**Status:** Part-time, Hourly

**General Position Overview:** To assist with Worship Gatherings and events as needed by the Director of Technical Arts & Production.

**Ministry Responsibilities:**

- Work during worship gatherings and rehearsals by programming and running the light board, sound board or other equipment, as requested by the Director of Technical Arts & Production
- Respond to emails/ inquiries regarding WACC Gatherings each week.
- Coordinate and train new volunteers and staff on running the light board, as requested by the Director of Technical Arts & Production.
- Responsible for coordinating and anticipating media, audio and lighting requirements for ministries who request technical support.
- Participate in Team Meetings.
- Available to meet with the Director of Technical Arts & Production, once a week.
- Be available for contract work including but not limited to; weddings, memorial services and any special events as requested by the Director of Technical Arts & Production.
- As requested, serve as a backup Technical Director.
- Additional responsibilities may include programming and operating the Sound Board, Graphic/Video Playback equipment, or other technical systems for Worship Gatherings, as needed by Director of Technical Arts & Production.

**Qualifications:**

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Committed to the theological stance of WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Excellent interpersonal skills working with staff and volunteers.
- Strong computer skills especially in Microsoft Office applications, ProPresenter and a willingness to learn other graphic programs.

- Excellent phone, email, and personal etiquette, as evidenced by a diplomatic, caring personality.
- Ability to prioritize and multi-task, using effective time management skills in a fast-paced environment.

**Working Church Staff and Volunteer Relationships:**

- Report directly to the Director of Technical Arts & Production.
- Participate in departmental meetings with volunteers and/or support staff as requested by the Director of Technical Arts & Production.
- Participate in meetings, worship gatherings, retreats and conferences as requested by Supervisor and/or the Senior Pastor.
- Participate in Senior Pastor designated “all-in” church wide (volunteer) events (i.e. Easter, Christmas, VBS)
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals.

**Benefits and Compensation:**

- Compensation and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Personnel Policy Manual.
- This is a part-time, 22+ hours per week, paid position.