



FIRST FREE
CHURCH

Technical Ministry Assistant

Job Description

Summary

The ideal candidate will be able to suggest ideas in out-of-the-box, creative ways to integrate and implement tech church-wide, improving and enhancing worship and ministry effectiveness. This person should be able to take direction from the Technical Ministry Director and be able to set aside personal preferences in order to fulfill the mission of First Free Church. This person will also be an original thinker who has exceptional character and works well with a variety of people.

Structure

This is a full-time, hourly (non-exempt) position of approximately 40 hours per week, Sunday-Thursday. The Technical Production Assistant is part of the Technical Ministry team and reports directly to the Technical Ministry Director.

Responsibilities

- Serve as needed during student and adult rehearsals/services including, but not limited to, positions in producing, audio, computer graphics, lighting, or video.
- Assist in areas of set design, campus AV, IT, general inventory and maintenance, and other responsibilities as required.
- Assist in creating and maintaining technical training/documentation.
- Assist training in other ministry areas to operate technical and production systems.
- Assist in creating an environment that eliminates technical distractions, enhances the worship experience, and elevates the teaching of the Word for the benefit of the church.
- Be familiar and able to assist with basic help desk functions.
- Additional projects and responsibilities may be necessary as requested by the Senior or Executive staff.

Personal Qualifications

Character and Commitment

- Has a genuine love for the Lord and other people that is exhibited through an authentic, transparent, Christ-centered lifestyle.
- A supporter of the vision, values, and beliefs of First Free Church.
- A collaborative team player, passionate about supporting all church ministries through the effective leadership and coordination of technology resources.
- A leader who thrives in a collaborative and challenging team environment.
- An expert planner and organizer able to coordinate with other staff, volunteers, and outside groups to accomplish large and small events with excellence and excellent "customer" service.

- A self-starter who can manage time, prioritize wisely, and manage multiple projects at once.
- Able to maintain confidentiality.
- Strong emotional and relational intelligence.

Minimum Qualifications

- High school diploma or equivalent. (preferred)
- Knowledgeable in audio, video, and other live production.
- Excellent planning and organization skills.
- Ability to manage volunteers with a Christ-like leadership style.
- Ability to lift and move equipment of at least 50 lbs.
- Able to bend and crawl to install or maintain wiring and equipment.