

## **Job Title: Technology Director**

To apply for the Technology Director Position, please submit the following: a cover letter along with a resume, statement of faith and three references. The candidate must complete: (A) criminal background and (B) Child Abuse Check.

This is a part time position. Salary is commensurate with experience. Questions can be emailed to [career@jacobschurch.org](mailto:career@jacobschurch.org). Interested candidates should submit all application materials through the Application Portal above.

Jacob's Church is in New Tripoli, PA, a rural area in Northeast Pennsylvania with weekly church attendance of 125-150. We are excited for what God is doing in our church and we are looking for a special person to join us in our vision to bring the Good News to this area. We are excited to see the Kingdom grow as we look towards the future.

The candidate filling this role will be an important part of the Jacob's Church team, and an integral part of our worship and praise. She or he will work collaboratively with church leadership to support Sunday morning service, special occasions, and effective church administration.

### **Responsibilities**

- Lead, train, schedule, and develop technology volunteer teams;
- Assemble, communicate, and confirm technology needs for worship services, ministry gatherings, and other church events in the sanctuary and activity center;
- Program and operate Audio Visual (AV) and information technology (IT) systems during services and events;
- Oversee stage and large equipment set-up on campus, as required;
- Lead technology teams during services and events;
- Oversee the vision, assessment, procurement, installation, and maintenance of Audio Visual /Master of Ceremonies equipment, broadband facilities, computers, and information technology equipment and applications;
- Ensure that all components and equipment are in proper working order and troubleshoot as needed;
- Ensure that the technical needs for events scheduled are in place and fully operational;
- Champion and curate Media Creation (Video Production/Livestream/Podcast/etc.);
- Pursue and create audio and video content for ministries and staff for use online, in small groups, and worship services;
- Assess, procure, and operate broadband connections, local area networks, Wi-Fi access and data telecommunications services churchwide; and
- Ensure adequate information security of Jacob's hardware, software, applications, and data.

### **Qualifications**

Experience working in the AV, IT or videography field. Works well in a team environment. Experience with live production environments and standard equipment. Videography experience, including video editing software competency. Strong organizational and communication skills. High school diploma or

higher and the ability to lift 50 lbs of equipment and move around as required. Experience with NDI systems is a plus.

**Personal Responsibilities:**

- Follower of Jesus who will seek to live out his/her faith and be active in ministry at Jacob's
- Desires to honor God and bring Him glory through the work of the ministry
- Will seek to influence people to fully follow Jesus

**Employment Status:**

Part-Time Sunday mornings but with flexibility and other events as required (rehearsals/funerals/etc.)

Reports to: Senior Pastor