

**Grace Lutheran Church  
Tallahassee, Florida**

**Technical Director**

**Overview**

The Grace Lutheran Church Council has general oversight of the life and activities of this congregation, including but not limited to the administration of this congregation and all staff members. The Technical Director will serve as a member of the Music Ministry Team for Grace Lutheran Church, providing technical leadership for the Contemporary Church Service in coordination with the Music Program Coordinator and other team members: Contemporary Worship Leader, and Organ/Keyboard/Piano Player .

**Position Description: Duties and Responsibilities**

The Technical Director is a part-time position. The Technical Director reports to the Music Program Coordinator with oversight by the Council President, the Pastor, and Worship and Music Committee. This position is responsible for:

- Ensuring that all church service components are added to presentation software for all services.
- Developing and organizing a pre-service time-line and rehearsal ensuring all components are included in the service
- Recording and publishing all church services to Facebook and YouTube.
- Operating computer presentation software during in-house church services.
- Training volunteers to run software and camera(s) during the church services.
- Managing the calendar of volunteers (who are volunteering to provide technical services).
- Attending all Contemporary Services and Traditional services (Traditional as needed due to COVID).
- Participate in the life and ministry of the church.

**Knowledge, Skills, and Abilities**

**Qualifications:**

- Experience with building worship services using ProPresenter Software
- Technical background in all forms of computer based, multi-media production and good use of Social Media skills.
- The Technical Director would have experience and expertise in using computers, church presentation software, sound equipment, and AV equipment necessary to produce live and on-line church services.
- This person must also have experience using Social Media for church promotion and service production.

**Salary**

Technical Director-Part-time or possible intern (\$170 per month; \$2,040 Annually, plus \$156 SS/Med.)

**Application Process and Deadlines**

Please send all enquires and resumes to Joy Becker, Council President at:

[joykirkbecker@gmail.com](mailto:joykirkbecker@gmail.com).

Deadline September 15, 2020.