



<b>Job Title:</b>	Technical Director
<b>Status:</b>	Full Time
<b>Supervisor:</b>	Creative Pastor
<b>Date Prepared/Revised:</b>	October, 2018

### **Primary Responsibilities**

#### **Administration/Leadership:**

- Prepare, Equip & Encourage your leaders in order to align the mission, values & strategy of Crosspoint.
- Contribute to the process of gathering planning, especially regarding Production needs.
- Attend monthly staff meeting and other scheduled meetings as requested.
- Ensure ministry objectives are being accomplished.
- Cultivate and manage the on-boarding process for Production Serve Team volunteers.

#### **Production Serve Team:**

- Maintain production equipment: Coordinate repairs with Creative Pastor, keep up-to-date records and inventory of equipment.
- Ensure that stage and backstage remain clean and organized.
- Schedule Production teams for Sunday Gatherings and special events using Planning Center Online.
- Keep accurate and up to date roster for Production Serve Team.
- Think through production details to ensure smooth musical, technical, and stage transitions, and work through appropriate channels to address issues.
- Constantly review our systems and processes of production and make recommendations for upgrades or changes to make us better.
- Manage Leadership Pipeline for Production Serve Team. Provide training and coaching to make sure the team is prepared, equipped and encouraged.

#### **Other Tasks (if applicable, based on the person)**

- Program lighting cues for weekend gatherings.
- Upload & Edit weekly message to Vimeo and Buzzsprout (podcast).
- Contribute to Stage Design process. Assist in the building and development of Stage Designs.
- Design and update graphics for Gatherings.
- Setup Pro-Presenter/Keynote with lyrics for songs, video elements and message notes for Sunday Gatherings.

**Personal Responsibilities**

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give generously to the vision and mission of Crosspoint City Church.
- Be loyal to the vision and staff of Crosspoint City Church and always protect the unity of the church.
- Invest and invite the lost to know Jesus and come to Crosspoint City Church.
- Maintain staff team covenant

**Staff Responsibilities:**

- Attend monthly staff meetings. (First Wednesday of the month)
- Attend weekly staff prayer. (Every Wednesday)
- Arrive on time and prepared to all meetings having read resources given.
- Respond to messages within 24 hours.