



## Toronto Christian Community Church

### Position: AVL Technical Coordinator

### Job Description (04/06/2018)

**Position Purpose:** Coordinate and direct all technical aspects of the worship services and special events; organize and manage the church's audio, video, lighting, stage and multi-media needs; supervise, train, recruit and schedule volunteer team members to serve in the technical support ministry.

#### Qualifications:

- A team builder with strong people skills, a detail-oriented and strive for excellence mind-set.
- Experience and expertise in live performance productions incorporating sound, lighting, visual, video and computer graphics.
- Systems knowledge in: FOH live music mixing, audio signal processing, sound amplification and reinforcement, lighting, video projection, IMAG, stage design, room acoustics, electrical & power safety. Knowledge in contemporary worship music balancing or arrangement will be a plus.
- Diploma or certificate and/or equivalent experience in Technical Arts or Theatre Production.

#### Primary Responsibilities

- Direct and execute the technical aspect of the worship services and special events, and strive for excellence and clarity in conveying the message and experience in a manner that glorifies God.
- Develop, train, recruit, and schedule technical teams to serve in the sound, lighting, computer graphics, stage management, production and IMAG positions.
- Participate in the technical planning, programming, rehearsing and evaluation meeting with the Worship Pastors, their ministry team, and other special event organizers.
- Maintain AV systems in the side chapel and classrooms in good working orders.
- Oversee maintenance, inspection, upgrade, installation and repair schedule of all the AVL system.
- Manage the church portable AV equipment loaning system, and provide training if required.
- Identify, plan, budget and purchase for future technology advancements and needs.
- Responsible for Audio/Video editing for weekly services and uploads for web applications.
- Perform other staff duties as reasonably assigned.
- Continue personal education through various means (online study, conferences, workshops, trade show, networking, etc.) to enable technology advancement for oneself and the team.

#### Nature of the Position:

- One year renewable contract part-time (30 fixed hours per week) position. Salary commensurate with experience.
- Normal work schedule: Sunday (7am-1pm); Tuesday (9am-5pm); Wednesday (9am-1pm); Thursday (7pm-10pm); Friday-Saturday (total 8 hrs.)
- Normally report to Church Administrator, except when assigned to report to Worship Pastors for Sunday services and special events.
- Able to communicate in English and Chinese

**Application Instructions:** Please email a cover letter and resume to Deacon Terence Lui of HR Committee at (HR@tccc.ca). In your cover letter, or in a separate document, please answer the following questions:

a) What interests you about this particular position? B) Why are you looking for a ministry position at this time? C) Why do you think you might be the right person for this position?

*The above statements are intended to describe the general nature and scope of work. They are not an exhaustive list of all duties, responsibilities, and skills required of employees. TCCC reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position.*