



Job Description

Position: Technical Director, Wheaton Campus

Reports to: Executive Director of Central Ministries – Darcy Ruscitti

Schedule: Full-time (40+ hours/week); Salaried, Exempt; Weekends required.

Employment

Classification: Other Director (O)

The role of Technical Director at The Compass Church is to lead, manage, and build the tech teams, directing all technical aspects that support and enhance the weekend experience. The Technical Director will be a contributing and supporting member of the Worship Arts team that crafts worship experiences.

Responsibilities & Requirements:

- Live a healthy balanced lifestyle that honors God, family, and others.
- Enthusiastically support The Compass Church's mission, vision, and priorities.
- Support and endorse the Worship Arts team vision and values.
- Provide spiritual and pastoral leadership over the technical volunteers.
- Lead, scout, assimilate, schedule, train, develop, and maintain a healthy, effective community of volunteers that serve at a Campus.
- Prepare audio, video, lighting, & stage needs for weekend service.
- Schedule volunteers and contractors for weekend services using Planning Center.
- Direct and execute weekend services from a tech perspective.
- Troubleshoot technical issues and workarounds accordingly.
- Coordinate with Worship Directors/Pastors and other technical staff as needed.
- Execute healthy communication to coordinate weekend services to ensure excellence in the planning and delivery of the weekend experience.
- Annually support Church-Wide holidays such as Christmas and Easter.
- Edit and proof lyrics and announcement slides for worship services in coordination with the Worship Director/Pastor.
- Provide and/or manage tech support for occasional ministry or outside events in the Worship Center.
- Report maintenance and equipment issues to the Executive Director of Central Ministries.
- Manage spending within designated budget.
- As time allows, support the preparation and execution of Compass Online.

Additional Requirements:

- Attend weekly Campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.