



TECH COORDINATOR

OVERVIEW

The *Tech Coordinator* position provides support, oversight and care to all technical aspects of SPAC Sunday gatherings, special events and AVL (Audio/Visual/Lights) volunteer teams.

Hours: 10-12 hours/week

Thursday evening (3h)

Sunday morning services (5h)

Preparation and Planning (2h) – remote or in office

Flexibility in hour allotment required for special events and team training.

Start Date: As soon as possible.

RELATIONSHIPS

- Reports to the Pastor responsible for Worship Ministry
- Works in close cooperation with the Worship Director
- Works in collaboration with Tech Lead Team and Worship Lead Team
- Serves and oversees the Sunday morning and special event AVL teams

ROLE SPECIFICS

Thursday Nights (6:30-9:30PM)

- Physical setup for events (stage and band, etc.)
- Provide training and orientation for AVL volunteers
- Support music team during rehearsal with all AVL needs

Sunday Mornings (7:30AM-12:30PM)

- Provide oversight and support for AVL volunteers during services
- Volunteer recruitment and engagement (meetings, touchpoints, conversations, etc.)
- Manage livestream service as well as post-production
- Learn, adjust, and find solutions for effective use of the current AVL system

Preparation And Planning (variable)

- Schedule, follow-up and communicate with volunteer team
- Work with Pastor to recruit and equip volunteers
- Work with Pastor to develop and maintain budget
- Monitor equipment needs and engage technical support for equipment or network repair

Special Events (variable)

- In collaboration with the administrative team and AVL volunteer team, provide technical support for special church events such as Converge
- By request, negotiate technical support for special events such as weddings, funerals, etc. *(extra hours and compensation)*

QUALIFICATIONS

- Ability to articulate a journey of surrender to Jesus and His Way.
- Evidence of a Spirit-filled life.
- Demonstrated ability to work well with various teams.
- Demonstrated technical aptitude and eagerness to learn.
- Strong communication and organizational skills.
- Prior formal work with AVL systems preferred.
- Musical skill and experience an asset.

OTHER EXPECTATIONS

- Committed to the Purpose and Values of the Worship Ministry
- Committed to the Staff Guiding Ways
- Committed to and champion of our church vision:

Fullness of Life for Everyone

By Practicing the Way of Jesus Together

APPLICATION PROCESS

Please submit your cover letter and resume attention Emalee Lane at info@spaonline.com.

Please be aware that only selected applicants will be contacted. We thank you for your interest.

The position will remain open until a suitable applicant is found.