

Trinity Wellsprings Church

Position Description

Job Title: Tech Team Supervisor

Reports To: Worship Director

Duties and Responsibilities:

- Provide technical support for Pastors and other Ministry Directors. (Microphones, Computer, PPT and video set up, etc.)
- Prepare all sound, video and computer equipment weekly for Sunday worship services. This includes:
 - a. Test batteries in wireless microphones in Chapel and/or Sanctuary.
 - b. Test all microphones in Chapel and/or Sanctuary
 - c. Test PA systems in Chapel and/or Sanctuary
 - d. Test computers and projectors in Chapel and/or Sanctuary
 - e. Test graphics computer for signal to flat screen monitors
- Be available for work on Sunday mornings from 7:30am – 12:30pm (5 hours)
The duties required include:
 - a. Oversee the members of the Tech Team (Sound, Livestream, Lyrics, Lighting)
 - b. Ensure the best audio mix for pastors, singers, musicians, and videos
 - c. Check video feeds to Family Room, Nursery and Lobby closed circuit viewing areas.
 - d. Turn on graphics computer and check feed to flat screen monitors in lobby and F.H.
- In addition to Sunday mornings provide sound and video support for annual Christmas concerts, Easter (Holy Week) special events (Maundy Thursday, Easter Sunrise service, etc.), and other special events.
- Keep all sound, video and computer equipment in good working order. Inform Director of Worship of the soundness of equipment in order to plan and budget for replacement and upgrade of same. Repair and/or have repaired any current equipment that breaks down through use or age.
- Review recording of worship services. Edit out the sermon portion that the preaching pastor has chosen for the TWC website. Transfer the sermon file to WMA format and upload to the TWC website. Upload audio file of sermon as a podcast.

Compensation:

- The Tech Team Supervisor is a part-time position involving approximately 10 hours per week.
 - 5 hours on a Sunday morning, plus an additional 5 hours during the week. This can include, but not limited to scheduling, checking presentation videos, graphics, lyrics, editing livestream video/audio and uploading to YouTube, Website and Podcast software. Midweek Band practice as needed.
 - \$20-\$25/hr depending on skill set and experience.
- Paid Time Off is as outlined in Trinity's Personnel Policies.
- Hours and compensation are to be reviewed annually.

How to Apply:

Email your resume to our Worship Director, Simon Dunn: sdunn@trinitywellsprings.com