



# TECHNICAL ASSISTANT (ALIVE, COLLEGE, SPECIAL EVENT FOCUS) (STIPEND) 2020

**NORTH HILLS  
CHURCH**

## 1.0 FUNCTION

To provide audio, video, and stage equipment assistance to the Technical Director, to serve the Middle, High School, and College members of our congregation up in ALIVE, facilitate special event support, and to train and maintain a team of volunteers in ALIVE's Tech spaces. The Technical Assistant must be able to represent with authentic agreement the church's positions and explain both the content and the heart in interactions with the church family and those outside the church membership in all ways required as a result of the ongoing duties of the job.

## 2.0 RESPONSIBILITIES

### 2.1 Audio/Video Equipment Maintenance & Operation (2 hour/week)

- Provide and facilitate consistently well-mixed sound during ALIVE worship services
- Provide and facilitate consistently well-executed video live streams and recordings of ALIVE's services
- Provide and facilitate consistently well-executed slides and presentations for ALIVE worship services
- Gain and maintain thorough knowledge of ALIVE's AV spaces
- Skillfully operate and maintain all ALIVE sound consoles, computers, and cameras
- Communicate with the Technical Director when AV equipment needs servicing

### 2.2 Stage Management and Maintenance (3 hours/week)

- Ensure all weekly stage audio setup in ALIVE's spaces
- Be available to troubleshoot issues on stage during ALIVE rehearsals and services
- Maintain the stage equipment in all ALIVE spaces
- Communicate with the Technical Director when stage equipment needs servicing or replacing

### 2.3 Tech Volunteer Recruitment, Training, and Scheduling (1 hour/week)

- Recruit and train sound techs and slide techs for ALIVE's spaces
- Weekly, schedule and follow up with sound techs and slide techs for ALIVE's spaces using the Planning Center website

### 2.4 Special Event Support (1 hour/week)

- Help set up technical equipment for special events in our church spaces
- Support special events with well-mixed sound, well-executed video, and well-executed slides

### 2.5 Assist Technical Director

- On Sundays with no ALIVE, College, or Special Events, assist the Technical Director in other North Hills Church tech spaces and needs.

## 3.0 ACCOUNTABILITY

The Technical Assistant is accountable to the Technical Director and will report on all activities on a regular basis or as requested.