



## Director of Technical Arts

**Position Type:** Exempt, Salaried  
**Category:** Full-Time  
**Classification:**  
**Reports to:** Director of Worship and the Arts

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### ***ORGANIZATIONAL OVERVIEW***

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At St. Luke's United Methodist Church, we are an open community of Christians helping people find and give hope through Jesus Christ. We are committed to our community on the northside of Indianapolis and have seen our reach grow regionally and beyond through our digital presence. With a membership of over 6,000 we are the largest United Methodist Church (UMC) in Indiana and one of the largest in the U.S.

People are attracted to St. Luke's for our values: Our commitment to live the mission of the UMC, "To make disciples of Jesus Christ for the transformation of the world" and living the Christian faith in a way that is open to everyone - regardless of their gender, race, ethnicity, sexual orientation, nationality, disability, or socioeconomic background. As a church we are working to ensure that our congregation and its leadership represent the diversity of the community in which we are located. We are dedicated to including women, people of color, and LGBTQ+ as staff and in positions of leadership and decision making. We hope you will join us.

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### ***POSITION OVERVIEW***

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The Director of Technical Arts' (DTA) role is to design, and oversee the execution of, the technical (audio/lighting/stage and set design) and production elements for Sunday services and other ministry and community events requiring production support at St. Luke's UMC. Crucial to fulfilling this role is the recruitment, development and scheduling of production volunteer teams. The DTA's primary task is to equip volunteers for meaningful ministry service in the technical arts.

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### ***RESPONSIBILITIES***

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#### **Oversight of Production Ministry Team**

- Build, develop, and oversee Production Ministry teams (audio, lighting, stage design, etc.) Including the ongoing recruitment, training, and scheduling of production volunteers for Sunday morning and other events
- Provide ongoing care of the Production Ministry volunteers (e.g., invest in, nurture, celebrate individuals and teams).
- Communicate well and consistently with volunteers to keep them informed.

- Coordinate with ministries throughout the church to provide quality production and tech in relation to audio, lighting, stage/set design and overall production execution.
- Function as a Technical Coordinator in the tech booth for live production; ensuring issues are resolved quickly and with minimal negative impact on weekend services and special events; this includes becoming adept at operating our Panasonic PTZ video systems and ProPresenter7 for troubleshooting and support.

### **Sunday Worship, Events and Rehearsals Duties**

- Prepare for and organize audio production for Sunday services, rehearsals, and other church events.
- Design house and stage lighting appropriate for worship and event settings.
- Provide production support for funerals, weddings, and conferences at St. Luke's, coordinate with SLUMC staff and/or outside vendors to determine audio-visual needs. An average of 5 such events per month is built into the DTA's position. When this number is exceeded in any given month, the DTA may earn additional income by providing A/V support, or contract with outside A/V support to fill the need.
- Support worship directors for rehearsal times and other needed preparation.
- Organize, communicate, and personally prepare for all rehearsals in a way that promotes excellence and honors volunteers.
- Coordinate with worship leaders (pastors, music directors) to identify weekly technical needs within worship; collaborate with Director of Worship to develop weekly worship script to communicate cues to volunteer teams.
- Consistently model and promote a healthy understanding of using gifts and talents for serving.
- Consistently pursue excellence in production quality.

### **Administrative Duties**

- Assist in the care and maintenance of all tech systems at the church (Sanctuary, Chapel, Parlor, Great Hall, Fellowship Hall, The Lodge and other smaller gathering spaces throughout the building).
- Manage stage plots and collaborate with the Directors of Worship on the execution of stage designs for new sermon series.
- Regularly test equipment for proper functionality.
- Track malfunctions and propose solutions to the Director of Worship.
- Oversee any needed repairs.
- Keep updated records of current system configurations and patches.
- Help develop and manage the Tech Arts budget.

### **Collaboration, Craft and Community Duties**

- Prepare for and contribute to all assigned meetings.
- Attend Staff Chapel and participate/support St. Luke's initiatives.
- Serve on creative and planning teams, as assigned.
- Partner with video, worship and other staff to provide a unified team mentality.
- Consistently hone personal production skills and stay informed with technical advances.
- Participate in auditions, rehearsals, etc. as needed.
- Fulfill general team and administrative assignments, as needed.
- Respond to emails and calls within 24 hours.

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## **QUALIFICATIONS**

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***Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's.***

- Minimum of 2 to 3 years experience as a staff member in a Worship & Arts ministry or other related production support capacity.
- Possession of a BS/BA Degree in Audio Engineering, Theatrical/Stage Production or related field is a plus.
- Self-starter, organized, and possessing the ability to see major projects through to completion, resolving issues as needed along the way.
- A passion for the training and development of people and nurturing a team of technical artists to achieve a common mission together.
- Strong, committed follower of Jesus Christ who embraces the mission of St. Luke's
- Experience with setup and operation of analog and digital audio consoles and lighting systems.
- Possesses a working knowledge of basic LAN/WAN architecture and related hardware including NICs, routers, bridges, and switches.
- Strong knowledge in ProTools, Flash Media Encoder, and Microsoft Office applications. Proficient in PC and Mac OS Systems.

***This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***

***1/2021***