

**Position Title: Technical Producer**  
**FLSA Status: Non-Exempt**  
**Supervisory: No**  
**Reports to: Technical Director**  
**5-8 hours per every other week**

### **Summary Description**

The primary purpose of the Technical Producer is to direct and maintain the highest quality of live production for weekly services, events and broadcasting. The Technical Producer should be comfortable with audio boards, lighting boards, switchers, cameras and live streaming software. The Producer must be able to work with a team and assist others in performing their duties.

### **Duties**

Keep accurate control over inventory. Clean audio and video equipment and store all equipment properly. This position also must assist with set up and break down of all events.

Monitor equipment and user operation. Label broken equipment and communicate issues to Technical Director. Test and resolve equipment issues. Use troubleshooting techniques to diagnose A/V equipment problems and guide less experienced staff in troubleshooting techniques. Perform preventive maintenance on equipment.

Provide A/V support in planning, coordinating and implementing events. Keep accurate records of event timing.

Set up and install equipment such as microphones, sound speakers, video cameras, projectors, monitors, recording equipment, wires and cables, sound and mixing boards and lighting for weekly events. Mix sound inputs and feeds. Create lighting cues.

Ensure the safe storage of data.

Perform other duties as assigned.

### **Qualifications**

Two years of experience in Live Event Production, Theatre Stagecraft, A/V Installation or related field (Audio Mixing, Technical Direction, Lighting Systems, Video Systems).

Successful production experience with thorough knowledge of and developed skill in troubleshooting, maintaining and working with A/V systems.

Experience working with digital audio consoles, video systems, projection systems and/or theatre lighting systems is an advantage.

Knowledge of and experience with a wide variety of A/V related software a plus (power point, Pro Presenter, Adobe suite).

Proficient with Apple operating systems.

Ability to adapt to changes in technology.

Ability to work in a team setting and interact with congregation and staff.

Prompt and professional.