



# NORTHVIEW COMMUNITY CHURCH

## JOB DESCRIPTION

### Tech Assistant

CAMPUS: Downes Road Campus  
DEPARTMENT: Tech  
REPORTS TO: Technical Director  
ALLOTTED HOURS: 20-40 hours/week  
ANTICIPATED START: ASAP

#### MINISTRY CONTEXT

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of an Deacon, as outlined in I Timothy 3.

#### PRIMARY FOCUS

The focus of the Tech Assistant is to assist the Technical Director in the fulfillment of their mandates.

#### MINISTRY RESPONSIBILITIES

##### 1. Weekend Service Support

- a) Provide Weekend Service Tech at assigned campus/venue.
  - o On site for weekend services to provide tech support as required.
  - o When the Tech Director is not on site, the Tech Assistant is the main technical support person to ensure services function efficiently and effectively.
  - o Filling in for tech positions as required.
  - o Reset stage for weekday ministries.
- b) Provide Thursday Worship Rehearsal Tech support
  - o Stage setup ready for worship rehearsal for WC, Center Court, West Court and Lower Court.
  - o Tech Support as required.

##### 2. Mid Week Tech support

- a) Installation of equipment and gear maintenance/repairs.
- b) This position will ultimately turn into 'offsite' support. For now, it will support Downes Rd. and campuses as needed, however that is not the long-term goal of this position.
- c) Provide Tech support for mid-week ministry events as required.

##### 3. Communications/Production Team Involvement

- a) Communicate with Communications and Production teams as required.

#### STATEMENT OF RELATIONSHIPS

The Tech Assistant reports directly to the Technical Director. The Technical Director reports to the Executive Pastor of Administration.



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#### QUALIFICATIONS

##### Software

- Adobe CC (After Effects, Premiere Pro, Audition, Photoshop, Illustrator).
- Protools, Logic,
- Final Cut Pro. Davinci Resolve
- Wordpress, Amazon S3, Google G-Suite, OSX Server, Unifi.

##### Skills

- Audio:
  - Live Audio Mixing. Digital Console Experience helpful.
  - Production in Protools/Logic.
  - Podcast post production following Loudness Standards.
  - Audio Networking (Dante).
- Video:
  - Lighting, Shooting, Editing.
  - Switcher Operation and Directing.
  - Video Infrastructure.
  - Livestreaming
- Lighting:
  - Understanding of DMX, Dimmers and Fixtures.
  - Programming on Obsidian Control Systems.

#### PERSONAL CHARACTERISTICS

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for leadership development.
2. Willing to empower others to lead.
3. Ability to have good rapport with youth of all ages.
4. Able to communicate clearly.
5. Agrees doctrinally with church leadership on primary and secondary level beliefs.
6. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.