



9455 Hilton Rd., Brighton MI 48114 810-227-9411  
ccrnerstonebrighton.com

POSITION TITLE: Assistant Director of Technology

APPROXIMATE REQUIRED HOURS: Full time / full benefits

SUPERVISOR'S TITLE: Director of Technology

### **POSITION SUMMARY**

Under the general direction of senior leadership and direct supervision of the Director of Technology, the Assistant Director of Technology is charged with assisting the Director of Technology with the technical operations and management supporting worship services and Worship Ministries related events.

### **PRIMARY RESPONSIBILITIES**

- Ensure all technical production equipment in support of worship services and events is always maintained and in proper working order.
- Be present at all worship services and Worship Ministry related events and rehearsals, providing facility operation, and Technical Team support. (Absences must be pre-approved)
- Be present at weekly worship planning meetings so they can be aware of the needs for FOH sound, broadcast sound, camera needs, lighting design, etc. supporting worship services and worship-related events.
- Assist the Director of Technology in all technical applications (FOH and Broadcast sound, lighting design, camera production, audio recording, etc.).
- Manage technical set-up(s) and strike(s) of worship services, events, and rehearsals.
- Assist with (coordinate with Facilities Team) technical production support of other CEPC ministries or outside groups using the facility (including weddings and funerals).
- Assist in training of volunteer technical personnel, providing written and verbal direction. (Communicating schedules will include the utilization of PlanningCenterOnline.com and Church Community Builder).
- Research and recommend strategic, cost-effective equipment purchases as directed by the Director of Technology. Make purchases as directed.
- Other duties, responsibilities, and projects as assigned.

### **EXPECTATIONS**

- Have a vibrant personal relationship with Jesus Christ as Lord and Savior.
- Possess a lifestyle of Christian maturity, integrity, and discipline that serves as an example to ministry partners.
- Uphold the mission and integrity of Cornerstone Church and the EPC.

## **EDUCATION AND SKILLS REQUIRED**

### *Education and Experience:*

This position requires technical production leadership and organizational leadership experience. It also requires proficiency with digital soundboards, FOH and broadcast audio mixing, signal processing, lighting and projection design, and camera systems. A minimum of 3 years of experience in this field is required.

### *Demonstrated Skills:*

This individual should demonstrate skills in the following:

- Excellence in sound (FOH and broadcast) in a variety of musical styles, camera production, lighting design and operation, and multi-track audio recording.
- Strong command in the knowledge of digital soundboards (Allen & Heath dLive series or equivalent), lighting, and multi-track digital recording (Reaper or equivalent).
- Dante level one or two certified
- Managerial, servant leadership to technical teams
- Exceptional knowledge-base and skill set operating A/V digital technology and training volunteers.
- Strong administrative, organizational, and time management skills.
- The ability to work effectively in a team environment.
- Good verbal and written communication skills.

Interested candidates should email Steve Menlen at [smenlen@cstoneepc.com](mailto:smenlen@cstoneepc.com).