



## CAMPUS TECHNICAL ASSISTANT JOB DESCRIPTION

**Employee:**

**Department:** Middletown Campus

**Job Title:** Campus Technical Assistant

**Part-time:** 7 to 10 hours per week

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**I. Purpose of the Job:**

- Provide leadership, oversight, and coordination for the technical team at the Middletown campus, including clarifying and filling the specific needs to run the production end of the Sunday service.

**II. Requirements:**

- Aligned with “What We Believe” and the “Leadership Core Values.”
- Committed to Love of Christ Church and to live its mission, vision, and purpose.
- Support and submit to the spiritual authority of the Senior Pastor.
- Support Love of Christ Church with your tithes and offerings.
- Serve the church in some way outside of essential functions on a regular basis.
- Be a positive and supportive voice for the vision, programing, etc. to ensure unity and a positive climate within the church.

**III. Experience and Knowledge Required:**

- Skills in the field of tech/audio production, media and electronics.
- Strong leadership and team building skills.
- Strong administrative abilities.
- Organizational, practical and goal-oriented leadership.
- Teachable and a passion to learn.
- Ability to learn Planning Center Online software.

**IV. Essential Functions and Responsibilities:**

- Oversee the technical/audio aspects of the Middletown campus on Sundays.
- Recruit, train and equip a team to run all technical aspects of the Sunday service for adult, students and children.
- Ensure that the video stream runs correctly and smoothly each Sunday service.
- Be available for the Sunday service to trouble shoot and correct technical/audio problems.
- Develop and organize the monthly schedule of technical team members on Planning Center.
- Regularly communicate with your Direct Report about the campus technical team needs and issues.
- Work together with the Middletown team as needed in other duties on Sundays.

**V. Employee to possess and exhibit the following core values in their daily life:**

- Love for God
- Love for People
- High work ethic that is excellent
- Protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_