



# Technical Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

**JOB TITLE:** Technical Coordinator

**DEPARTMENT:** Production

**REPORTS TO:** Technical Director

**FLSA STATUS:** Exempt

**TIME REQUIREMENTS:** Full Time

**CLASSIFICATION:** Non-Ministerial Role

**STAFF MISSION STATEMENT:** Inspiring and equipping every Member to live a life of full devotion to Christ.

**POSITION SUMMARY:** Responsible for maintaining and upgrading production equipment across campuses at the direction of the Technical Director. This includes video, audio, lighting, and communications systems in our primary auditorium, as well as secondary spaces. Secondly, support large scale events by staffing select operator roles.

## ESSENTIAL SKILLS & EXPERIENCE:

- Experience with commercial grade projectors, LED displays, production video switchers and routers, stage lighting, and/or audio systems.
- Competent with programming and troubleshooting AV network solutions such as Dante and Art-net
- Excellent organizational and planning skills, detail-oriented, conscientious, and thorough
- Proficiency, experience, and/or competency in Microsoft Excel and other computer applications

## POSITION RESPONSIBILITIES:

1. Execute on projects at the direction of the Technical Director and/or oversight of the Systems Engineer
2. Train production coordinators and ministry teams on new and existing systems as needed
3. Perform routine maintenance on AV systems
4. Troubleshoot and resolve technical issues as needed
5. Coordinate with contracts when appropriate to accomplish the above
6. Maintain documentation of projects and repairs
7. Event staffing and support as needed
8. General Watermark staff required activities (expense reporting, meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

**DIRECT REPORTS:** N/A

## MARKERS OF AN IDEAL CANDIDATE:

- Persistent trouble-shooter
- Learner
- Pleasant disposition (laughs at our jokes), high-capacity, dependable, flexible, and servant-hearted
- Heart for supporting ministry through technology