

Technical Director Job Description
Calvary Church, St. Peters, Missouri

Effective Date: January 1, 2026

Title: Technical Director

Classification: Full Time, Exempt

Salary Range: \$45,000 - \$67,000

Benefits: As indicated in the Employee Handbook

General Purpose: The primary purpose of this position is to support the technical aspects of production in a manner consistent with Calvary's goals and commitments. The Technical Director will accomplish this purpose through these major responsibilities:

1. Worship Gatherings: Lead technical elements of inspiring worship gatherings, production rooms, and presentation rooms.
2. Volunteer Leadership: Recruit, train, and lead the production teams in the Worship ministry.
3. Event Support: Provide leadership for events with technical needs.

Reports To: Worship Pastor

Works With: Transformational Ministries Pastor, Communication Director, Teaching Team, IT Director, Worship Ministries Volunteers, Facilities Staff.

Leadership Values:

- Models and protects the purity, unity, and faith of the congregation as outlined primarily in the Scriptures and secondarily in the Bylaws of the church.
- Champions the transformation and discipleship of lay leaders, both women and men, to live out the vision of the church.
- Shepherds the mission, vision, strategy, and outreach of the church so that all generations and all people have opportunities to live out their faith in Christ and share it with others.
- Practices clear, candid, appropriate, and timely communication with the church and staff.

- Demonstrates humility in public and private, in peace and conflict.

Key Responsibilities

1. Lead technical elements of inspiring worship gatherings, production systems, and presentation rooms.

- Supervise the use of all technical components of worship gatherings - audio, lighting, screens, video, cameras, and common on-stage equipment.
 - Ensure all equipment and programs are set for rehearsals and worship services.
 - Responsible for FOH audio mix and Sunday live stream audio, including equipping Klang weekly and labeling things clearly for ease of use with volunteers.
 - Responsible for technical execution of video projection systems, programming lights, and loading ProPresenter.
- Meet current industry standards annually.
 - Lead the continual updating of production systems and presentation rooms.
 - Manage all AVL systems throughout the campus (Worship Center, Broadcast Room, Chapel, Warehouse, Gym, Classrooms).
 - Draft budgets for system maintenance and upgrades.

2. Recruit, train, and lead the production team (volunteers and staff) in the Worship ministry.

- Production Team executes the following technical aspects of Sunday Services and select events: audio, video, lighting, and presentation.
 - Recruit capable volunteers who produce excellent services.
 - Train volunteers for technical responsibilities.
 - Lead the excellence and continual improvement of the production team.
- Support the responsibilities of volunteers by:
 - Elevate yourself as a leader-of-leaders by empowering volunteers.
 - Develop volunteers as leaders in as many aspects of worship ministry as possible.
 - Skillfully evaluating interested participants and assigning roles appropriately.
 - Schedule volunteer positions for worship services, and communicate when necessary to ensure all roles are covered.
 - Provide consistent encouraging feedback, and use critical feedback skillfully for the growth of the individual and the ministry.
 - Crosstrain the Worship Pastor – and other team members and volunteers as appropriate – on technical systems, including the audio system, lighting system, video system, ProPresenter, and Ableton.

3. Support events with technical needs

- Provide technical support to other Calvary ministries or meeting spaces for events within Calvary and also for events simply hosted by Calvary.
- Coordinate, recruit, and train other tech workers for outside group events.

4. Other duties as assigned, with permission of this role's supervisor.

- Oversee multiple stage designs per year through the use of high impact volunteers; hands-on help includes rigging and lighting of the designs
- Manage backstage areas, ensuring storage is organized and accessible.
- Create a monthly report for the Worship Services Director of ministry updates, celebrations, hardships, and staffing concerns and highlights.

Qualifications:

- Minimum 5 years of experience with equivalent live-production components.
- A person who is able to encourage and develop volunteers of all generations.
- Technical proficiency with live audio, one or more DAWs (Ableton is essential), lighting, video projection, ProPresenter and IMAG systems.
- Confidently proficient in timely troubleshooting and problem solving; effectively correcting both occasions and systems.
- Manage and maintain all AVL systems throughout the campus (Worship Center, Broadcast Room, Chapel, Warehouse, Gym, Classrooms)
- A degree in production, sound engineering or video systems that can be relied upon is preferred.
- Well versed in current industry standards of practice, equipment, approach, sound and feel.
- Capacity to learn and improve the existing technical systems.
- At least 2 years of experience serving in a church or equivalent setting.
- Able to work long hours when necessary, including evenings.
- Able to move around the building and sanctuary, safely utilize ladders and lifts, and lift up to 60 lbs of equipment as needed.
- Well-versed in computer, social media, phone, and in-person interpersonal skills.
- Possesses a valid driver's license.

Review: Reviewed annually by the Transformational Ministries Pastor