



Director of Production and Technology

Position Overview

The Director of Production and Technology helps communicate the GTCC vision, mission, and ministry life through audio and video production and media. As the leader of the production team, this person oversees all technical aspects of GTCC ministries.

Responsibilities:

Production of Worship Services and Ministry Events - 50%

- Participates in worship planning process to ensure that technical needs and online audiences are considered in development of worship services
- Works with Director of Worship to coordinate worship rehearsals and video/audio recording and editing
- Oversees all technical aspects of the worship services, including audio and visual for inperson services and uploading or streaming for online services
- Provides audio and video production for other ministry events

Volunteer Development – 25%

- Develops teams to serve in technical arts ministries
- Manages volunteer scheduling through planning center online or similar program
- Invests in volunteers through relationships and practical training

Digital Media – 15%

- Helps maintain website and app by providing technical support
- Monitors effectiveness of website and other digital platforms
- Distributes video and audio content to social media and website
- Works with Greentree staff and ministry leaders to give guidance and support as we focus more on digital ministry

Facility and Equipment Management – 10%

- Maintains music equipment, audio and lighting systems in excellent condition, making repairs and replacements as needed
- Manages the facility calendar from the technical perspective, ensuring that audio and tech needs are covered when sanctuary is being used
- Stays informed of new technology and trends to make recommendations in strategic planning discussions

This position can be full or part time and reports to the Executive Director. For more information contact peggy@greentreechurch.com