

Position: Technical Coordinator, Hinsdale Campus

Reports to: Technical Director, Wheaton Campus

Schedule: Part-time / Hourly, Non-Exempt (1,200 hours per fiscal year)

Employment

Classification: Coordinator/Manager (C)

Job Summary

This position reports to the Technical Director and is based at The Compass Church Hinsdale Campus. The Technical Director serves the mission of *Helping People Find & Follow God* by preparing, operating and supporting the audio, video and lighting (AVL) systems for weekend worship services while developing and shepherding a team of technical volunteers. This role partners closely with the Central Worship Arts Team to deliver engaging, distraction-free worship experiences that support the ministry of the church.

Duties/Responsibilities

Responsibilities include, but are not limited to:

Weekend Service Support

- Prepare, operate and oversee audio, video and lighting systems for weekend worship services at the Hinsdale Campus.
- Complete all technical preparation necessary to ensure services run smoothly and efficiently.
- Troubleshoot and resolve AVL equipment and system issues before and during services while maintaining a calm and professional demeanor.
- Assist with online recording and production processes as time allows.

Volunteer Development

- Recruit, train, schedule and develop technical volunteers serving in audio, video and lighting roles.
- Provide ongoing coaching, encouragement and pastoral care to volunteers.
- Foster an environment that promotes technical excellence, teamwork and spiritual growth.

Collaboration & Creative Support

- Collaborate with the Central Worship Arts Team to maintain consistent technical standards across Campuses.
- Partner with the Senior Pastor, worship leaders and ministry staff to execute creative elements of worship services as needed.
- Participate in planning discussions and contribute technical insight to enhance worship experiences.

Technical Operations

- Assist in maintaining AVL equipment to ensure systems remain organized, functional and service-ready.
- Identify technical issues and communicate equipment or maintenance needs to the Technical Director.
- Follow established procedures and best practices for AVL operation and Campus production.

Team Participation

- Attend supervisor meetings, team meetings and monthly All-Staff meetings as schedule permits.
- Perform other duties as assigned.

Required Skills/Abilities

Qualifications

- Experience operating digital audio consoles in a live production or worship environment.
- Working knowledge of lighting systems used in live worship services.
- Ability to troubleshoot technical issues efficiently while remaining calm under pressure.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to recruit, train and lead volunteers effectively.
- Basic proficiency with Microsoft Office 365.
- Self-motivated with the ability to work independently while collaborating effectively with Staff and volunteers.

Spiritual Expectations

- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Demonstrate a growing relationship with Jesus Christ.
- Regularly attend weekend worship services at The Compass Church.
- Be a member of The Compass Church or become a member within 12 months of employment.
- Attend monthly All-Staff meetings.

Physical Requirements

- Prolonged periods of standing, walking and operating technical equipment during worship services.
- Frequent use of computers, audio consoles, lighting controls and other production equipment.
- Ability to lift and carry equipment weighing up to 50 pounds.
- Ability to climb ladders and work in elevated positions when necessary.
- Ability to move throughout church facilities and production areas as needed.