Position: Assistant Director of Technical Arts
          Full Time, 12 Months

Reports To: Director of Technical Arts

Job Summary:

The Assistant Director of Technical Arts supports the Director of Technical Arts in all areas pertaining to sound, recording, lighting and office administration at Houghton College. The assistant is also responsible for creative use of the technical arts in support of weekly chapel services and all other college activities that require sound, recording and lighting support. This includes planning and production of weekly chapel services; overall support of all other college areas in the use of the technical arts; and continuous administration duties. This is a full-time salaried position.

Essential Job Functions:

- Lead a team of students in the development of infrastructure to support use of the technical arts in all areas of the college.
- Recruit, train, administer, advise, equip, and lead all student workers in the production of weekly chapel services, recordings and special events — on and off campus.
- Provide technical arts support as needed in the production of all special events and other college activities.
- Assist in the development of an annual budget for the technical arts department, help manage labor budget and help manage various aspects of the budget including spending to budget or less.
- Provide administrative assistance to the director including: student scheduling, annual inventory counts and student workers.
- Technical arts supervisor for summer conference season.
- Perform other duties as assigned.

Education and Experience:

- This position requires a minimum of 5 years of experience in a technical arts leadership capacity.
- Possession of a Bachelor’s Degree in music or production technologies (minimum), or work experience equivalent in music technology, live venue sound and recording technologies will be strongly considered.
- The successful individual will be a strong leader with a solid work ethic, possess the passion and gifts required to develop and improve creative use of the technical arts at Houghton College, and have the ability to administrate.

Other Skills and Duties:

- The assistant director is required to work a sound board/console.
- Be able to wire sound equipment and trouble shoot large venue sound and lighting systems.
- Must be proficient in both mixing and editing within Pro Tools.
- Have a basic to intermediate level of understanding in the areas of graphic design and video editing software including PowerPoint, EasyWorship, ProPresenter and other various computer software programs.
- Have a basic understanding of IT skills, including streaming, network setup, and some network troubleshooting.
- Be knowledgeable in the field of theater lighting, stage lighting, lighting design, and wiring.
- Be able to work projection hardware and troubleshoot projection hardware.
• Have some working knowledge of videography, including video cameras, video recording, video uploading, and file storage.
• Have basic knowledge of computer issue problem solving.
• Assist in placement and evaluation of internship proposals.
• Manage and supervise student workers.
• The qualifications and ability to teach part-time for the Bachelor of Science in Music Industry program.
• Grading and evaluating student class projects.
• Support and development of worship arts courses at Houghton College.

To apply please submit a cover letter, resume, three references, and statement of Christian commitment to:
Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu