

## **Technical Arts Support Technician**

### **Helping People find and follow Jesus Christ**

If you have a passion for helping people and enjoy working with a fun ministry team, then Fellowship Bible Church is the place for you! We are looking for an individual who can develop plans for what to do and when to do it in order to help people take their next steps in community groups. Our ideal new team member loves people and building relationships, a great communicator and is organized.

### **Who We Are**

In 1997, God began a new work in Topeka through a few families from Topeka Bible Church. At that time, the Fellowship family met in various school auditoriums. In 2000, 70 people sacrificed to build the previous facility at 17th and Indian Hills. Eight years later, Fellowship built again and we are in the current facility at 10th and Urish. Fellowship's mission is to help people find and follow Jesus Christ, our vision is to see transformed lives leaving a godly legacy, and our values are God, His Word, and people.

### **Work Hours**

This is a part-time position working 24 hours per week; more at times for special projects. Ideal would be Wednesday, Thursday & Friday 9 a.m. – 6 p.m., some flexibility with the hours.

### **A Day in the Life of the Technical Arts Support Technician**

- Assist staff with IT support needs during services and business hours
- Manage, troubleshoot, and deploy check-in stations using Planning Center Online
- Troubleshoot technical issues in a timely manner with minimal negative impact on services, events, and staff
- Keep venue tech booths and stages clean of clutter, trash, and excess equipment
- Assist in the development and production of stage sets
- Maintain confidentiality and privacy with matters concerning the church, individuals, and other information learned while performing church functions

### **Technical Arts Support Technician Attributes and Skills**

- Enthusiasm for creative and engaged worship events
- Positive team player that is comfortable interacting with a wide variety of people
- Creative and flexible
- Excellent listening and relationship building skills
- Strong organizational skills
- Strong written and verbal communication skills

### **Technical Arts Technician Qualifications**

- Proficient in the use of Apple iOS, Mac OS, Android, and Windows operating systems
- Ability to learn quickly
- Proficient in MS Office products, as well as Google applications
- Commitment to personal growth
- A commitment to the local church expressed through involvement
- Ability to prioritize and manage their own work and the work of others to accomplish the tasks effectively and efficiently with excellence