

BrookwoodKiDs Production Specialist

Standard Hours

Refer to standard policy for office hours

- Part-10 hours
- Additional hours may be required periodically
- Sunday mornings required

Background, Skills and Experience

- Continually seeking an active relationship with God.
- Able to multi-task and pay strong attention to details.
- Organized and self-motivated.
- Good computer skills.
- Flexible and adaptable to frequent changes.
- Punctual, professional in appearance and have a strong work ethic.
- Video editing experience is a plus.
- Aptitude to learn new skills.

Job Responsibilities

- Building relationships with volunteers and kids through Sunday morning experience and other church wide events.
- Create Pro Presenter Presentations for Sunday, classes, welcome area and Adventure Week.
- Facilitate computer needs for classes and events.
- Assist in creating and allowing stories to come alive through the use of video.
- Research staging, props, and videos to improve the large group environment.
- Regularly participate in the worship service at Brookwood Church and encourage your team to do the same.
- Working under the leadership of and able to partner with the BrookwoodKiDs Production Coordinator and Manager.
- Acquire and organize props and stage materials for all large groups and in closets.
- Assist with training new volunteers.
- Lay and cut graphics/posters onto foam core with volunteers.
- Research, purchase and facilitate on-stage games.
- Facilitate Sunday morning programing in area.

Management

Performance - Formal performance reviews will be held at the 90 day mark and then once a year.

Training - Requirements for individual's training and development needs will be determined.