

Job Description – Production Associate

Production Work Schedule

- Full – Time hourly position (40 hours), includes Sundays
- Additional overtime hours may be required periodically

Requirements:

- Called by God
- Spiritually Mature
- Godly Character – respectable; self-controlled; generous; honorable
- Seeking personal spiritual growth and encourage growth in others
- Strong skills & experience in Lighting, Audio and Video
- Experience with production hardware and software (including audio and lighting consoles, video switchers, audio consoles, cameras, Apple computers, Presenter)
- People coordination, delegation and motivational skills
- Organization and follow-up skills
- Strong communication and interpersonal skills
- Use of the following tools:
 - Macintosh OS X and Microsoft Office for the Mac
 - Internet and Outlook Web Access

Responsibilities:

- Brainstorm/create with Production Team regarding set design and series design
- Lead, guide, interact and connect with production volunteers
- Performing as an Audio/lighting Technician, and Technical video Director
- Support the Production Team when needed with stage set up, audio, lighting, and video.
- Proactively provide suggestions to the production/worship team that benefits the organization as a whole consistent with the mission, vision, value and strategies
- Other duties as assigned

Development and Performance Management

- Performance reviews will be held once a year
- Training and development will be determined with Supervisor