

Job Description – Production/Worship Associate

Standard Work Schedule

- Part –Time hourly position (29 hours per week average, Sunday thru Thursday, occasional weekend hours)
 - 15+ hours in production and 14 hours in student ministry
- Additional hours may be required periodically, such as during special events.

Requirements:

- Called by God, spiritually mature.
- High character and morals.
- Experience working with a team of volunteers.
- People coordination, delegation and motivational skills.
- Organization and follow up skills.
- Has the ability to be self-motivated.
- Strong communication and interpersonal skills.
- Experience with production hardware and software.
- Ability to move and lift heavy objects.
- Preferable skills: Use of the following tools to support Sunday Production and church mission:
 - Internet and Outlook Web Access
 - Appropriate Macintosh based software (Mac OSX)
 - Apple’s Logic Pro, and Final Cut Pro
 - ProPresenter
 - Vimeo
 - Mac and Windows platforms
 - Planning Center Online
 - DSLR’s and video camera operation

Responsibilities:

- Collaborate with Worship/Production team to ensure high-end support for Sunday, events, and video shoots.
- Provide production support to Brookwood Sundays, community events, and ministry events.
 - Audio, video, and lighting
- Organize and archive media for Production/Worship.
- Assist in the recording, editing, and uploading of various audio/video podcasts.
- Team player and ability to multi task.
- Recruit volunteers.
- Partner with Production and Students.
- Assist students with preparing stages, production support for services and events.
- Assist Production with setup for Sunday service and events.
- Scheduling will be overseen in the Production/Worship Department.

Development and Performance Management

- Formal performance reviews will be held once a year.
- Supervisor will determine Training and development.