

# Job Description – Production / Worship Sunday Associate

## Standard Work Schedule:

- Part –Time hourly position (up to 29 hours per week, Monday, Wednesday, Thursday, & Sunday)
- 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.
- Ability to move and lift heavy objects.
- Not afraid of Heights.
- Has worked in Live Production running audio
- Knowledge of the following tools to support production/worship efforts:
  - Professional Audio Consoles
  - Internet and Outlook Web Access
  - Appropriate Macintosh based software
  - ProPresenter
  - Mac and Windows platforms
  - Planning Center Online

## Responsibilities:

- Collaborate with Worship/Production team to ensure high-end support primarily for Brookwood Sunday services and some occasional events during the week.
- Setup and run many positions within the church such as but not limited to:
  - **Audio**, video, lighting, etc.
- Organize and archive media for Production/Worship.
- Audio visual support for Celebrate Recovery.
- Work well in a team environment
- Recruit and train volunteers
- Additional duties as assigned

## Development and Performance Management:

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