

Student Ministry Production Assistant - 2021

Standard Hours

Refer to standard policy for office hours

- Part-time hourly position (29 hours)
- Additional hours may be required periodically

Background, Skills and Experience

- Strong communicator, oral and written
- Skilled in creating a fun environment for students
- Advanced production knowledge with strong technical and computer skill
 - Experience with music related hardware and software
 - Experience with production hardware and software
 - Experience with theatrical stage and lighting
- Experience working on a team of audio and technical volunteers to include: recruitment, management, scheduling, training etc.
- Ability and passion to lead students with tech roles
- Ability to lead adult volunteers
- High energy and willingness to work in a team environment
- A lifestyle that reflects spiritual maturity, consistent growth, and a faithful prayer/Bible reading life
- Called to ministry and committed to serving God
- Strong organizational skills

Job Responsibilities

- Sunday Mornings
 - Assist Student Ministry Production Specialist in whatever way necessary
 - Run tech for worship morning practices and services
 - Lead and develop student volunteers in performing tech responsibilities with sound board, stage lighting, running slides, etc.
 - Interact and form relationships with students and leaders
 - Assist leaders with helping students stay on task in aiding production aspects of Sunday mornings
 - Support Student Worship Pastor in band practices and performances for Sunday mornings
 - Assist with leader meetings, baptism classes, other irregular Sunday activities during morning slot

- Fulfill Tech Needs
 - Coordinate with student pastors to get message slides into the computer for Sunday mornings
 - Coordinate with Student Production to plan games for Switch and Axis
 - Document game rules, necessary supplies, etc. and store for future use
 - Input graphics, slides, etc. into tech computer in preparation of Sunday morning

- Volunteer and Student Development
 - Schedule students to fulfill tech roles on Sunday mornings
 - Develop students who serve on Sunday mornings: tech skills, ability to follow direction, adherence to rules
 - Lead practices and training classes to develop tech skills of student volunteers

- Production Sets and Maintenance
 - Help maintain, clean and set up stage for Sunday mornings
 - Assist Student Ministry Production Specialist in finding and building new stage sets
 - Help clean and maintain student ministry storage rooms

- Events
 - Help plan and implement event activities
 - Set up and tear down before and after student events
 - Be available to cover for events that the Student Ministry Production Specialist can't attend

- Attend and Participate in Student Meetings
 - Weekly Sunday morning recap meetings
 - Biweekly Student Ministry meetings
 - Monthly Family Ministry meetings
 - Quarterly Brookwood employee meetings
 - Irregular meetings (event-specific, mostly)

- Be Aware of and Prepare for Possible Evolution of Current Role
 - The 5th and 6th Grade (Switch) and 7th and 8th Grade (Axis) ministries are currently merged together at South Campus, but this may not always be the case
 - If Switch and Axis return to their respective locations and roles, this position will move into the new location with Switch and will be modified accordingly

Performance - Formal performance reviews will be held once a year

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