

## **Job Description – Production/Worship Associate (Sunday)**

### ***Standard Work Schedule***

- Part –Time hourly position (29 hours per week average, Sunday thru Thursday, occasional weekend hours)
- 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)
  - 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
  - Sunday prep tasks, including rehearsal
  - Assist with video production
- Organizes and archives media for Production/Worship.
- Work well in a team environment and recruit volunteers.

### ***Development and Performance Management***

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