

Job Description – Production Associate

Standard Work Schedule

- Full –Time hourly position (40 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.
- 1-2 years of experience is preferred.
- Experience working with a team of volunteers.
- People coordination, delegation and motivational skills.
- Organization and follow up skills.
- Ability to maintain composure while working under pressure.
- Excellent problem solving and creative skills.
- 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
 - Premiere Pro
 - After Effects
 - Photoshop
 - Vista Chroma Q
 - Dropbox

Responsibilities:

- Collaborate with Worship/Production team to ensure high-end support for Sunday, events, and video shoots.
- Collaborate with other ministries in order to provide high-end production support for events on campus.
- Provide production support to Brookwood Sundays, community events, and ministry events.
 - Audio, video, and lighting
 - Sunday prep tasks, including rehearsal
 - Assist with video production
- Organize and archive media for Production/Worship.
- Works well in a team environment.
- Program and design lights for Sundays and occasional events.
- Actively participate in identifying, recruiting, training and/or developing volunteers.
- Leader in support of maintaining and repairing AVL equipment around the campus
 - Proactive in examining equipment, repairs and recommendations
- Main worship – run a mainstage position on Sunday mornings (to include rehearsals on Wednesday evenings)
- Attend Staff Meetings and other training and team building opportunities
- Other responsibilities as assigned

Development and Performance Management

- Supervisor will determine training and development.