

Concord Church Position Description
Job Title: Production Assistant
Reports to: Production Manager
Updated: October 22, 2015
Non-Exempt

General Summary

This position provides support and assistance to all areas of production, including audio, video, lighting, and staging during live and recorded Concord Church worship services and other productions. Performs minor IT/technical tasks such as setting up computers and telephone equipment for Concord Staff members and for events.

The Production Assistant exhibits the seven Core Values of Concord Church:

- ***Dedication to Personal Growth*** – Is intentional about personal development as a man/woman, believer, and a staff member. Ephesians 5:15-21
- ***Dedication to H.I.T. (Honesty, Integrity and Truthfulness)*** – Able to confront self and others by being truthful with a spirit of love. Ephesians 4:14-32
- ***Effective Communication*** – Communicates using the THINK methodology (is True, Helpful, Inspiring, Necessary and Kind). Psalm 15
- ***Servant's Heart*** – Will possess compassion for others and a kind spirit. Philippians 2:3-16
- ***Team Spirit*** – Supports the team by having a strong work ethic, being responsive to deadlines, exhibiting professionalism at all times, actively works to resolve any conflicts that arise, and is flexible whenever necessary. Galatians 6:1-7
- ***Loyalty*** – Committed to God's will, the Executive Pastor's vision, the church's mission and vision, follows leadership, and supports the entire team. 1 Peter 2:13-25
- ***Work hard, Play hard*** – Carries out job responsibilities with passion and completes the necessary tasks to accomplish the church's mission and vision. Proverbs 17:22

Essential Functions

- Performs equipment set-ups, and operates, maintains, and repairs equipment used to enhance live events. Representative equipment includes microphones, video recorders, projectors, lighting, and sound mixing equipment.
- Records meetings and presentations with video cameras, operates spotlights, adjusts amplifiers, coordinates graphics used in displays, and provides technical support for teleconferences, webinars, and distance-learning classes.
- Assists in the design of audio/video recording equipment for upcoming programs in specific venues, including external Concord events such as weddings and other functions.
- Identifies equipment for maintenance, upgrades, or in need of offsite repair and coordinates with the Production Manager.
- Attends weekly staff and leadership development meetings as required.

- Collaborates with team members on developing, editing, and producing original content, including sermon “teasers”, ministry commercials, promos, intros, and sermon-specific needs.
- Ensures that deadlines are met and that videos meet the required standard from inception to delivery.
- Tracks equipment inventory and makes purchase recommendations.
- Attends and successfully completes all training required by Concord Church.
- Performs other duties as assigned.

Supervisory Responsibilities

This is an individual contributor role with no supervisory responsibility.

Education and Experience

This position requires a high school diploma or GED. An Associate or Bachelor’s degree is preferred. A minimum of 2+ years of experience sound mixing, producing videos, lighting stage performances, and with stage management is required. Basic knowledge of MS Office, A/V network control systems, wireless microphone systems, and video editing (such as Final Cut Pro) is required.

Physical Requirements

An employee in this position primarily works in a production or stage environment, and uses computers, calculators, phones, and other office equipment to do sound and video editing. An employee in this position is required to walk, hear, speak, and stand to interact with members and volunteers. Must be able to lift up to 50 pounds and move equipment such as cameras and lighting. Must be able to climb ladders and work at heights of 50’ or more on catwalks. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex church business situations is required. A flexible schedule is required since this position requires evening and weekend work. This position may be expected to work overtime.

Travel Requirements

This position often works at a venue outside of the church. A valid Texas drivers’ license and acceptable motor vehicle record is required.

Concord Church Membership

This position is required to be a member of Concord Church. Employees in this position are expected to sincerely hold the same religious [beliefs](#) as expressed by Concord Church.