

**Production Assistant Job Description**

**Accountable to:** Media Director, Student Pastor

**Time:** Part-time

**Summary**: Oversee live production for Student Ministry on Sundays and for weekly & special events. Assist the Media Director to meet the production needs of the church’s ministries in the following ways.

**Essential Duties and Responsibilities Include the Following:**

* Student Ministry

1. Prepare the stage and production equipment on a weekly basis for Tuesday rehearsals, Wednesday Small Groups, and Student Service on Sundays. This will include:
   1. Setting up necessary on-stage input and monitor connections for the band.
   2. Routine maintenance and cleaning of the stage and storage areas
   3. Prepare worship lyric slides in ProPresenter.
   4. Program lighting console
   5. Prepare video streaming system
2. Produce audio, video, and lighting for Sunday services & weekly events.
3. Design & plan stage sets & lighting.
4. Recruit, train, and shepherd student volunteer team.
5. Other duties as assigned by Student Pastor.

* Production

1. Assist the Media Director in preparation of the Worship Center stage and production equipment on a weekly basis for rehearsals and Sundays. This will include:
   1. Preparation of necessary on-stage input and monitor connections for the band
   2. Routine maintenance and cleaning of the stage and storage areas
   3. Preparation of graphics on a weekly basis for rehearsals and Sundays.
   4. Assist with stage design & lighting as needed
   5. Assist Media Director with special events as needed and dependent on availability. This includes but is not limited to:
      1. Weddings & Funerals
      2. Ministry events (Bible study, seminars, etc.)
      3. Conferences
      4. Retreats
2. Attend weekly ministries that require production assistance such as, but not limited to:
   1. re:generation
   2. Women’s Bible Study
   3. re|engage
3. Other duties as assigned by Media Director.

**SKILLS**

1. Experience in live production is required.
2. Proficiency at live audio mixing is required
3. Ideally, the Production Assistant should exhibit proficiency in and have experience with the following:
   1. Yamaha CL/QL console
   2. Personal headphone monitoring mixers (eg. Aviom, Roland, Allen & Heath ME)
   3. LED lighting & DMX protocol
   4. ProPresenter 6
   5. Professional video cameras and switchers (Blackmagic, Sony, Ross, etc.)
   6. Adobe Premiere, Audition
   7. Logic Pro X
   8. Apple macOS

**ATTITUDE & PERSONALITY**

1. Loves Jesus
2. Cooperative team player, easy to work with, humble, teachable, patient and kind
3. Independent, organized & reliable, capable of managing his/her time well
4. Excellent problem-solving skills
5. Self-starter: willing to find work before asking for tasks
6. Supports the Faith Bible Church vision and leadership