



## **JOB DESCRIPTION**

### **Production Specialist– Effingham Campus**

Production Ministry

Worship Experiences Department

Reports To: Production Ministries Manager  
Category of Employment: Support Staff, **Full Time**  
Payroll Status: Salary, **Exempt**  
Office Hours: **40 hours per week**

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*The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.*

### **Job Summary**

To further the mission of the Church by effectively planning, overseeing, leading, directing, and developing the volunteer Production Teams associated with the Effingham Worship services. This position is responsible for the technical elements of services and events including, sound engineering, lighting and media, (i.e., video, computer graphics and animation,). This individual is the primary technician for the Effingham Campus.

### **Minimum Qualifications**

1. **Experience:** The preferred candidate will have professional experience in live event production. This will include proficiency in concert sound, lighting, computers and video.
2. **Education:** A Bachelor's degree in audio/video/lighting production or a related field is preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent skills in the areas of concert/theatre lighting and live sound engineering. Candidate must have a basic knowledge of Renewed Vision's ProPresenter. Candidate must have the ability to work independently with efficiency, effectiveness and composure; must have excellent written and verbal communication skills; and must be able to multitask and prioritize work assignments. Candidate must exhibit excellent organizational and interpersonal relational skills. The ability to recruit, train and develop volunteers is an essential part of this position. Must possess a friendly attitude, a willingness to work collaboratively with others, and have a strong heart for service.
4. **Physical Demands:**
  - a. May be called upon for lifting, pulling, bending, climbing, carrying, and pushing as needed to set up activities and events.
    - i. Executive tasks at heights at 25+ feet (stage re-set, projector maintenance, hanging fixtures, etc)
    - ii. Must be able to lift 60 pounds unassisted.
    - iii. Ability to stand or sit for extended periods of time
    - iv. Ability to crawl/kneel to perform tasks
  - b. Operation of church vehicles.
5. **Application Materials:** Resume and list of references are required.

### **Expectations**

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Recognizes that our work is important and deserves our very best.

### **Conditions of Employment**

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.

3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

**Duties and Responsibilities (Essentials)**

1. General staff responsibilities:
  - Participation in monthly "All-Staff Meetings", as well as called departmental meetings, and other required staff events. "All Staff" meetings not required for part time Production Specialists.
2. Specific ministry duties and responsibilities:
  - Oversee all aspects of recruiting, training and development, scheduling and planning for the Production Teams in the Effingham Worship services. This should include all sound technicians, lighting technicians, video technicians, stage team and other volunteers as needed.
  - Participate in evaluating, planning and gathering resources for ministry events as needed.
  - Insure the proper care and maintenance of all lighting, sound, video and related equipment. Any issues should be reported back to the Production Ministry Team Leader.
  - Assist the Production Systems Coordinator with installing, maintaining and updating production systems across all campuses.
3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

**Performance and Evaluation**

Success in the position will be measured according to the performance assessment tool approved by the Lead Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.

**Employee Acknowledgement**

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

\_\_\_\_\_  
**Signature of Staff Member**

\_\_\_\_\_  
**Date**

Job Description Approved:                DLM    (HR Initials)    \_\_\_\_\_ (DH Initials)

*Revised 11/25/2019*