

# Job Description – Production/Worship Events Associate

## Standard Work Schedule:

- Part –Time hourly position (29 hours per week, Monday thru Thursday, morning and evening hours, occasional weekend hours for events)
- 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.
- Not afraid of Heights...
- Knowledge of the following tools to support production/worship efforts:
  - Internet and Outlook Web Access
  - Appropriate Macintosh based software
  - ProPresenter
  - Final Cut
  - Adobe Premier
  - 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 primarily for Brookwood ministries events, community events, student events, church wide ministry events, and other misc. church wide production needs.
- Setup and run many positions within the church such as but not limited to:
  - Audio, video, lighting, etc.
- Occasionally provide production support to Brookwood Sunday morning services:
  - Audio, video, and lighting
- Organize and archive media for Production/Worship.
- Audio visual support for Celebrate Recovery.
- 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.