

Production Assistant

Job Description

Part-Time (20 hours per week – Saturday (6), Sunday (6), Monday (8))

Reports to: Executive Pastor of Weekend Services

Summary of Role

Assist Weekend Services team in leading production volunteers and overseeing audio, video and lighting for the weekend service experience.

Summary of Essential Functions

- Lead production volunteers by producing a consistent, excellent weekend service experience
- Assist in recruiting, training and developing volunteers at scheduled campus
- Oversee audio, video and lighting during weekend experience as assigned
- Maintain and troubleshoot in-ear monitors
- Maintain and troubleshoot production equipment
- Maintain appearance of stage environment
- Assist in stage setup for band changes each week.
- Assist with stage projects, equipment installations, set design and implementation
- Provides support for church staff production needs (ministry events, weddings, etc.)
- Perform other duties when requested by the Executive Pastor of Weekend Services
- Foster and champion a healthy staff culture by adhering to Emmanuel staff values and through a growing personal relationship with Christ

Required Knowledge, Skills and Abilities

- Demonstrate a servant heart with spiritual maturity and sensitivity
- Possess a working knowledge of in-house digital audio consoles, video switches and routers, lighting consoles and fixtures
- Work experience or volunteer experience
- Possess excellent verbal and written communication skills
- Ability to manage multiple tasks and responsibilities in a live, weekend service environment
- Demonstrate ability to work independently and as part of a team in a flexible and cooperative manner
- Ability to safely lift up to 75 pounds using proper equipment and technique