



Position Title	Associate Production Director		
Department	Creative Arts	Classification	Full-Time / Exempt
Reports To	Production Director	Salary Range	\$48,000 - \$55,000 annually

### WHO WE ARE AS MOSAIC

Mosaic Christian Church is a rapidly growing church in the Baltimore, Maryland area, with a vision of being **a church for people who don't go to church**. We are first and foremost the church, but we serve and operate in a way that makes sense to people who don't go to church.

We exist to help people Know God, Find Their Crew and Change the World.

### ROLE OVERVIEW & IMPACT

The Associate Production Director will work closely with the Production Director to oversee and carry out all elements of church production. This position requires solid knowledge of AVL systems (audio, video, lighting, and networking) and a commitment to supporting and developing volunteers. The Production Associate will be actively involved in operating technical systems, assisting with troubleshooting and upgrades, and stepping into leadership as needed to ensure services and events run smoothly.

### CORE RESPONSIBILITIES

#### Service Support

- Assist with setup, operation, and teardown of weekly services and special events
- Operate and troubleshoot AVL systems, including Yamaha Rivage/CL consoles, Blackmagic ATEM switchers, and Vista lighting
- Provide direct technical support during live services to maintain a distraction-free environment
- Provide backup leadership in services when the Production Director is unavailable

#### Systems & Equipment Management

- Maintain, repair, and configure AVL equipment, networking, and signal flow
- Assist with system installs, upgrades, and documentation
- Ensure production spaces are organized, safe, and service-ready

#### Team Development & Volunteer Culture

- Recruit, train and coach volunteers to operate equipment with confidence
- Foster a healthy, fun, and engaging team culture that values spiritual and professional growth.
- Ensure volunteers feel supported, appreciated, and equipped to serve with excellence through recognition and feedback



## CORE RESPONSIBILITIES

### Collaboration & Planning

- Partner with Worship and Creative Arts teams to prepare technical elements for services.
- Support production planning, including slides, media, and system routing
- Help manage backstage flow and technical transitions

## CORE ATTRIBUTES, COMPETENCIES & SKILLS

### Role Specific Requirements

- Experience in live production (church or equivalent)
- Exhibits working knowledge of professional AVL systems
- (Preferred Brands: Yamaha Rivage/CL, Dante, Q-SYS, Blackmagic Video System, Vista by ChromaQ)
- Comfortable with troubleshooting and problem-solving under pressure
- Take initiative and think critically to anticipate team and technical problems
- Strong organizational skills and attention to detail
- Ability to lead, support, and develop volunteers
- Excellent verbal and written communication skills

### What It Takes to Succeed on Our Team

- Thrive in a fun, fast-paced work environment with high autonomy and extreme ownership of decisions and responsibilities
- Demonstrate commitment to organization and maintaining administrative duties
- Maintain a high level of excellence, meet deadlines, and lead others through appropriate and effective delegation to drive execution
- Navigate conflict well, both personally and when leading others through conflict management and resolution
- Receive critical feedback constructively, embrace self-reflection and humility, and seek to continuously grow as a leader
- Hold other staff accountable, including but not limited to direct job responsibilities, upholding Mosaic's vision and values and course-correcting clearly, kindly and quickly
- Anticipate potential organizational issues and drive toward quick resolution and improvement

### Personal Responsibilities

- Passionately live out a vital daily relationship with Jesus Christ
- Avoid the appearance of evil, allow no hint of immorality to exist and conduct life with the utmost integrity in all situations
- Invite and invest in relationships with people outside of Mosaic so that people far from God can come and see Jesus at Mosaic