



JOB DESCRIPTION

Title:	Production Specialist
Department:	Formation / Worship
Reports To:	Production Director
Pay Status:	Part-time 20-25 hours /Non-Exempt

General Summary and Objective:

To work within the structure of the Worship Team, in collaboration with staff and volunteers, to facilitate gatherings in the areas of audio, video, and lighting with a primary emphasis on Kids and Youth.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide a level of expertise in the area of live audio, while also demonstrating a basic competence or aptitude for learning in all areas of lighting and ProPresenter
- Collaborate with the Kids and YTH Worship Director in the training and development of production leaders and volunteers
- Provide general maintenance and oversight of production equipment used in Kids and YTH worship gatherings
- Maintain ongoing communication with the YTH Director and Kids Director
- Collaborate with the Kids and YTH teams to creatively plan and execute worship elements for all gatherings.
 - Create and maintain appropriate schedules for stage set-up/clean-up, content submission, A/V programming, etc.
 - Contribute creative ideas and feedback for Kids and YTH programming.

Additional Responsibilities:

- Assist in technical production of other events/services as needed (weddings, funerals, outside events, etc.)
- Perform other duties as required.

Requirements

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in collaboration with other staff members
- Exceptional model of personal integrity
- Associate degree in related field or equivalent work experience
- Must be a team builder and willing to train and develop volunteers to help facilitate gatherings.
- Must be detail oriented, and a troubleshooter/problem solver

Work Environment

This job operates in a professional office environment and church production area. This role routinely uses audio/video equipment, microphones and uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk, hear, walk, use hands and fingers, reach with hands and arms and lift 25 pounds.

Position Type/Expected Hours of Work

This is a part-time, 20-25 hours per week, hourly, non-exempt position. Typical schedule would include office hours on Monday and Thursday with Kids and YTH programming on Sundays.

Created: May 30, 2022

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.