



JOB DESCRIPTION

Title:	Production Specialist
Department:	Production Ministry
Reports To:	Production Director
Pay Status:	Full Time Hourly Non-Exempt - 40 Hours
Created:	May 28, 2019

General Summary and Objective: To work within the structure of the Production Ministry, in collaboration with the broader Creative Arts Team, Crossroad's staff, and volunteers serving in the live production of audio, video, and lighting for weekly and special events. This position is a leader of leaders and is expected to equip and develop others to do the same.

Essential Functions:

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

- Work within a team environment to creatively plan and execute all aspects of production of the various worship services.
- Meet in pre-production to ascertain creative needs, suggest solutions and organize the process of the production workflow.
- Ministering alongside staff and volunteers while developing leaders to work in all aspects of production to produce professional quality worship experiences.
- Provide technical production assistance in outreach events and worship services across our campuses.
- Perform other duties as required.

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Associate degree in related field or equivalent experience
- Demonstrate the ability to provide quality AVL support for multiple types of live productions
- Video production skills a plus
- Must be innovative, an initiator who sets and achieves goals, a team builder
- Must have strong verbal and written communication skills and be willing to do whatever it takes
- Must also be a team player, detail oriented, and a troubleshooter/problem solver

Work Environment

This job operates in a professional, highly collaborative environment routinely using technological equipment such as audio consoles and microphones, lighting consoles and fixtures, video switchers and cameras, computers, etc.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers; and reach with hands and arms. The employee will sometimes move and set up heavy speakers and instruments. Set up and tear down of a band will happen multiple times every week.

Position Type/Expected Hours of Work

This position is full time, 40 hours a week. Flexible hours are needed to accommodate ministry programming needs. Weekend hours are required. A typical work week is Monday-Thursday 9 am - 5:00 pm, Saturday 2 pm-7 pm and Sunday 8 am-12 pm. Evenings may be needed when events/programming require.

Travel

This position may include out of town travel to annual camps or conferences.

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.