JOB DESCRIPTION

PRODUCTION ASSOCIATE, NICEVILLE CAMPUS

Position Title: Production Associate

(Part-time 29 hours)

Supervisor: Production Director

Purpose: To assist the Production Director in championing our vision of people connecting people to Christ through the Arts by reconnecting the arts to God. This is primarily carried out by crafting creative and engaging environments for worship, providing creative opportunities for technicians and the media team, equipping technicians and the media team with training and resources, and by raising the theological value of the arts within the church.

PRIMARY DUTIES:

1. Allocate deliverables from multiple sources, included but not limited to Creative Director, Creative Minister, Production Director, and Production Coordinator.
2. Program lighting show files for Sunday services and special events at the Niceville campus.
3. Oversee and create the ProPresenter presentations weekly for all Sunday services on the Niceville Campus. This includes all songs, liturgies, graphics, videos, and sermon presentations.
4. Use sermon notes from pastors to create their slides and load them into ProPresenter and PowerPoint weekly.
5. Coordinate with pastors and other ministry leaders to ensure prompt delivery of all deliverables.
6. Create Presentations for special events held at Niceville Campus.
7. Carry out scheduled maintenance for all Audio/Visual equipment at the Niceville campus.
8. Troubleshoot technical issues as they arise on campus.
9. Operate a position on the Sunday morning production team in either venue as scheduled by the Production Director.
10. Assist the Production Director and Production Coordinator in additional maintenance/production projects as needed.
11. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Dedicated Follower of Jesus.
2. Working knowledge with Planning Center, PowerPoint and ProPresenter.
3. Basic understanding of audio, lighting, and video equipment.
4. Basic understanding of signal flow.
5. Ability to troubleshoot audio, video, and lighting issues.

6. Strong relational skills.
7. Strong communication skills.
8. Organization skills.
9. Production of a weekend worship experience.
10. Ability to work as a team and always portray the church, staff, and ministry in the most positive light in the church as well as in the community.

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Frequently remains in a stationary sitting position at a workstation
2. Frequently must have ability to perceive the nature of sound
3. Frequently uses visual acuity to interpret data
4. Occasionally bends and crouches
5. Occasionally reaches with hands and arms
6. Occasionally lifts and transports moderate weight items up to 25 pounds
7. Works primarily in an indoor environment
8. Work environment noise level is frequently moderate to high
9. Frequently works evening and weekend hours

KEY PERFORMANCE MEASUREMENTS:

1. The quality of weekend worship services.
2. Volunteers believe they are empowered and equipped.
3. Projects accomplished on time.
4. Chemistry and unity within the Creative Team, and larger staff team.