

Faithbridge Church



POSITION
DESCRIPTION

Position Assignment:

- **Title:** Production Assistant
- **Staff Grade:** Part-time/Hourly
- **Accountability:** Reports to Lead Worship Pastor
- **Ministry/Dept.:** Worship & Production

Summary of Position:

The Production Assistant supports the Worship & Production Ministry by assisting with general AVL (Audio, Video, Lighting) needs across worship services and church events. This role focuses on hands-on setup, execution, volunteer support, and ensuring services and events run smoothly and with excellence. This is a practical, team-oriented role ideal for someone who enjoys problem-solving, organization, and helping both technology and people function well together.

Purpose:

To strengthen the production team by providing dependable, detail-oriented support in AVL operations, event setup, volunteer guidance, and weekly worship execution — helping create distraction-free environments where people can encounter God.

Duties & Responsibilities:

Weekly Worship Support

- Assist with Sunday AVL preparation and execution.
- Operate or oversee ProPresenter and CG during services.
- Support audio, lighting, and stage needs as assigned.
- Help prepare stages (mic placement, cable management, risers, backline setup).
- Assist with worship rehearsals and tech run-throughs.
- Remain present during services to monitor quality and troubleshoot issues.

Event Support

- Set up and tear down AVL equipment for ministry events (microphones, projectors, sound systems, lighting, staging elements, etc.).
- Provide on-site support during events to ensure smooth execution.
- Troubleshoot technical issues as they arise.
- Assist ministries in implementing production plans within realistic capabilities.

Volunteer Support & Development

- Help guide and support production volunteers during services and events.
- Model best practices in organization, excellence, and communication.
- Assist in onboarding and training volunteers in basic AVL systems.
- Help ensure volunteers feel supported, equipped, and confident.

Systems & Organizations

- Help maintain and organize AVL equipment and storage areas.
- Assist in tracking and maintaining equipment inventory.
- Ensure stages, tech booths, and storage areas remain clean and organized.
- Contribute ideas for improving systems and workflow efficiency.

Skills and Educational Requirements:

- ❖ Familiarity with ProPresenter (or willingness to learn quickly).
- ❖ Basic understanding of AVL systems (audio, video, lighting).
- ❖ Strong organizational and problem-solving skills.
- ❖ Detail-oriented and dependable.
- ❖ Able to work calmly under pressure during live events.
- ❖ Good communication skills and team-oriented mindset.
- ❖ Proficient with basic computer programs (Google Workspace, Excel).
- ❖ Positive attitude and willingness to grow.
- ❖ Availability to work Sundays and occasional evenings.

Organization Relationship:

This position reports directly to the Lead Worship Pastor works closely with worship leaders, production volunteers, ministry staff, and church attendees.

Working Conditions:

This is a part-time hourly position (20–25 hours per week) with a regular weekly schedule determined in collaboration with the Lead Worship Pastor.

Expectations include:

- Sunday service support.
- Scheduled rehearsals.
- Occasional evening or special event support (pre-approved).
- Participation in key campus-wide events (e.g., Christmas Eve, Easter, Ministry Expo).

Additional hours for events will be compensated according to hourly employment guidelines.

Needed Attributes:

- Initiative without constant supervision
- Servant-hearted and team-oriented
- Calm under pressure
- Organized and systems-minded
- High integrity and follow-through
- Desire to support both people and excellence

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

Employee's Signature

Date

Print Name