

Mount Pisgah United Methodist Church

POSITION DESCRIPTION

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|---------------------------|--|---|----------------------|
| POSITION TITLE: | Production Assistant | EXEMPTION STATUS: | Full time Non-Exempt |
| JOB FAMILY: | Technical Ministry | JOB LEVEL: | 3 |
| GENERAL POSITION SUMMARY: | To support the mission of Mount Pisgah by providing expert media production support. | <u>POSITION RELATIONSHIPS</u> SUPERVISES: (TITLES) | n/a |
| | | SUPERVISED BY: (TITLE) | Technical Director |

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the Church.
- While performing any procedure, all associates and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate Church operating procedures, benefit rules, employment, and safety policies/practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for Audio mixing for 9:30 & 11:00 Sunday Services. (Broadcast or FOH as needed)
- Responsible for Audio/Video/ Lighting Patching/ Stage configuration.
- Responsible for Audio Recording for special projects.
- Interact with Facilities Department and EMS (Event Management Systems) to maintain coverage of all Technical Requests to include Church, School, Beacon of Hope, & Summit Counseling Center.
- Set up and operate A/V systems on all campuses as needed.
- Maintain and troubleshoot A/V systems to ensure smooth operations.
- Maintain and track Technical Ministry's equipment inventory.
- Assist with Video Projects as needed
- Assist with special events, concerts and programs as required by the Technical Director.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

JOB SCOPE

Job has recurring work situations involving high degrees of discretion. The need for accuracy and effective utilization of available resources is high. Errors in judgment could cause disruptions to the Church's mission and adversely impact attainment of the Church's goals. Incumbent operates independently but results are monitored by the PPR Committee. Content of work priorities are largely self determined.

COMMUNICATIONS/CUSTOMER CONTACT

Contacts are across the entire Church community and in a leadership capacity. Community contact is a critical component of success in developing good will and interest in the word of God.

COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed on the next page are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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POSITION DESCRIPTION

Education and Experience

- High School Diploma
- 2 years experience in production (audio, visual and theatrical lights)

Knowledge, Skills and Abilities

- Extensive knowledge of audio reinforcement systems
- Knowledge of Yamaha Audio Consoles (CL5, QL5, TF5, 01v96)
- Knowledge of DANTE networking
- Knowledge of Jands Vista Lighting consoles.
- Knowledge of ProPresenter
- Knowledge Microsoft Office
- Knowledge of basics in Adobe Creative Cloud
- Proficient use of Mac OS X
- Must have a servant's heart
- Excellent communication and interpersonal skills

Equipment and Applications

- Computers and peripheral equipment
- Sound Boards & Lighting Boards
- Video Equipment
- Designated software applications
- Printers, copiers and other office equipment

JOB CONDITIONS: (SEE EXAMPLES BELOW)

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the associate is:

- Frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear
- Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 30 pounds
- While performing the duties of this job, the associate may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus
- The noise level in the work environment is usually low

ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

_____/_____/_____
DATE

APPROVED BY SUPERVISOR

APPROVED HUMAN RESOURCES

DATE CREATED/UPDATED: (05/13/24
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