



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:

The Production Specialist will help people live and love like Jesus by implementing the vision for worship through audio, video, and lighting primarily in kids and youth ministries.

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
- Oversee the management and execution of production for KIDS and YTH worship services and events
 - Recruit, equip, and empower YTH & Kids production volunteers with an emphasis on growing individuals toward increased leadership and ownership of the production ministry
 - Schedule and communicate with YTH & Kids production volunteers
 - Build and invest in intentional relationships with YTH & Kids production volunteers
 - Oversee the onboarding process for YTH & Kids production volunteers
 - Manage the set-up and preparation of production equipment for worship gatherings with a priority on setting up volunteers for success
 - Participate in weekly YTH & Kids Church rehearsals
 - Serve as the primary point person for production for YTH & Kids
- 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
 - Maintain ongoing communication with the YTH Director and KIDS Director
- Provide oversight and preventative maintenance of production areas and equipment in the Student Theater and Student Loft

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 harmony with other staff members
- Exceptional model of personal integrity
- Associate degree or diploma in related field or equivalent work experience
- Demonstrated capacity to manage details, multi-task, and troubleshoot problems in real-time
- Demonstrated capacity to lead, administrate, and build teams including a willingness to trust and empower team members and volunteers.
- Familiarity with the following software/programs: Planning Center Online, ProPresenter, Prime (Loop Community), Reaper, Microsoft 365 (email, calendar, file sharing), Mac OS
- Familiarity with the following hardware: Behringer X32, High End Systems Hedge Hog 4

Work Environment

This job operates in a creative work environment and requires regular team collaboration with other employees and volunteers. This role routinely uses online management tools and standard office equipment.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, use hands and fingers, reach with hands and arms, bend, squat, kneel, lift, climb, crawl and move equipment, instruments, etc. for stage set up and events.

Position Type/Expected Hours of Work

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

Created: January 14, 2025

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.