



**Production Assistant Job Description**  
(CBCMusic)

**Job Title:** Production Assistant  
**Status:** Part-time (12 hours per week)  
**Supervisor Title:** Worship Pastor  
**Date Prepared:** July 12, 2021

**OVERVIEW:**

Provide production and administrative support in the Worship and Production Dept.

**REQUIRED EXPERIENCE:**

1. Experience in leading and training teams in a ministry setting.
2. Professional experience and knowledge of cameras, video switching, and live streaming.
3. Professional audio experience and familiarity with Yamaha QL5/Dante or similar consoles and Logic Pro.
4. Familiarity with Propresenter.
5. Familiarity with Vista Chroma or similar consoles.
6. Previous experience with Apple computers and Apps preferred.
7. Experience / skills in graphic design preferred.

**KEY RESPONSIBILITIES:**

1. Manage all Audio, Video, Lighting production at high excellence for Sunday in person/online services and rehearsals under Worship Pastor's direction/vision
2. Schedule, lead and train Audio, Video, Lighting volunteers
3. Fill any tech position for Sunday services
4. Ensure that all equipment is functioning as it should and be able to troubleshoot any technical issues on the fly
5. Basic video editing of any special videos for Sunday services
6. Weekly meeting with Worship Pastor to recap past service, review upcoming services and provide feedback on areas that can be approved
7. Weekly sermon slides
8. Assist Worship Pastor in weekly upkeep of the stage, green room, and tech booth - Edit Sunday services on Youtube following service

**KEY TRAITS:**

1. Be able to work in a fast paced environment with a good attitude and motivated to give God your absolute best
2. Relational and team-building skills to lead and train volunteers
3. Ability to troubleshoot and problem solve quickly and calmly
4. Be an excellent collaborator who works well with multiple teams to help effectively communicate and implement the vision and mission of Community Bible Church.
5. Interact with volunteers to ensure the essential details of the ministry support and maintain effective programming and events.



**EXPERIENCE/EDUCATION:**

High School diploma required, some college education preferred. Must be willing to attend Community Bible Church as some Sunday responsibilities might be necessary for this role.

**TO APPLY:**

Email cover letter, resume and samples of previous work if possible to [jobs@communitybible.net](mailto:jobs@communitybible.net)