Job Title: Production Associate
Reports to: Worship Director
Job Status: Full-Time (40+ hours per week)

Job Purpose: The Production Associate will work closely with the Worship Director on the planning, design, maintenance, and execution of Coastal's worship service program across all campuses.

Preferred Strengths:
1. In-depth knowledge of the Resi platform and multisite streaming
2. Knowledge of MIDI and lighting programming and software
3. Ability to train and support volunteers

Duties and Responsibilities:
- One Priority is to be forward thinking, and equip volunteers through training, resources, and systems to grow the production team to new unseen levels.
- Another Priority is to solve technical issues before they happen, therefore keep an up to date record of equipment and flagging "tired tech" to anticipate the needs for repair and/or replacement.
- Schedule and manage Production Team which include lighting, audio, video, and projection via
- ProPresenter for Sunday morning worship services
- Lead Production Team volunteers on Sunday mornings
- Assist Worship Director by creating engaging environments for sermon series
- Assist with preparing ProPresenter playlists and screen graphics for Sunday morning worship
- Attend weekly run-through of services with Worship Director and Production Team Equipment Maintenance (Responsible for all A/V equipment)
- Other duties related to the success of the worship ministry at Coastal as assigned
- Oversee and manage CSM (Coastal Student Ministry) Production Team and equipment.

Weekly Report Expectations:
- Sundays (8hrs)
- Weekly Evening Rehearsal (2hrs)
- Planning and Programming M-Th (10hrs)
- Repairs and Maintenance M-Th (5hrs)
- Education and personal development (5hrs)
- Flex Hours to fulfill the roles of Production Associate
- Flexibility to run technology for after hours/weekend events
  ALL TIMES ARE SUBJECT TO FLEXIBILITY EXCEPT SUNDAYS AND WEEKLY REHEARSALS

What Does a Win Look Like:
- All A/V systems working technically.
- A service without distractions caused by technical difficulties.
- A full staff of volunteers to fill needed positions.
- New volunteers being trained and added to team regularly
- A respected leadership from the perspective of volunteers
- An open ear and mind for new ways of doing things.

Job Qualifications and Skills:

- Commitment to Coastal's philosophy of ministry and mission of making more and better followers of Christ.
- A commitment to membership is required
- Kingdom-minded Christ Follower
- Working knowledge of analog and digital mixing and recording
- Proficient with Powerplay P-16 personal mixers and loudspeaker equipment
- Proficient with video playback, recording, switching, and distribution equipment
- Proficient with headset and microphone care and maintenance
- Proficient with video monitor and projection equipment
- Proficient in Apple-based computer systems, and ability to operate Windows and Linux Machines
- Proficient in ProPresenter 7
- Great organizational skills with an attention to detail
- Ability to multi-task and work well under pressure
- Excellent team player with a willingness to learn
- Capable of working within a team setting under direct supervision
- Problem solver who can troubleshoot technical issues
- Strong technical and communication skills
- Ensure all campuses are prepared and staffed with volunteers for Sunday
- Monitor all campus tech and assist volunteers with troubleshooting when necessary

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

Education and Experience :

- 2+ years Experience in related field
- Experience working as Front of House audio engineer
- Maintains working knowledge of A/V best practices and industry standards
- Up to date knowledge on A/V related software

Physical Demands:

- While performing the responsibilities of the job, the employee is required to communicate and exchange information, operate all equipment required to perform duties;
- Some lifting up to 50lbs is required for set up and production

Employment At-Will

All employees of Coastal Community Church are at-will, as such, are free to resign any time without reason. Coastal Community Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Coastal Community Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

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 my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of staff so classified. Therefore, the individual may perform other related tasks under the direction of their supervisor.

_____ _____

Employee's Signature Date

_____

Employee's Printed Name

_____ _____

Coastal Community Church Representative Signature Date

_____

Coastal Community Church Representative Printed Name