



Job title	<i>Creative/Production Assistant</i>
Reports to	<i>Creative Director - Chapel Hill Campus</i>
FLSA status	<i>Exempt</i>
Hours	<i>Part-time 20 to 25 hours per week</i>

Job purpose

The Production Specialist works in a complementary role to the Creative Director, overseeing media and Live Production resources at **Grace Church - Chapel Hill**. This entails assisting in envisioning, creating, and preparing audio/visual content for Sunday mornings and Special Events, while also managing IT/Networking troubleshooting for all Live Production elements. Within a collaborative environment emphasizing creativity and teamwork, the Production Assistant upholds a passion for excellence in serving and worshiping God, ensuring alignment with the church's mission, vision, goals, and objectives.

Duties and Responsibilities

Production Specialist Duties and Responsibilities

- a. Demonstrates a personal work ethic of consistency, accountability, achievement, and persistence that help to model a healthy workplace environment.
- b. Works under the leadership of the Creative Director. Responsible for the preparation of Sunday service material, working to ensure all ProPresenter Slides (including but not limited to motion graphics/lyrics, sermon notes, video announcements, and playlists) are updated, complete, and ready for Sunday mornings by no later than Thursday at 1pm.
- c. Responsible for overseeing Sunday morning IT needs of the campus. Working closely with the Production Coordinator to ensure all technical components are fully operational and met during Sunday mornings and Special Events, as well as troubleshooting any and all Live Production needs.
- d. Assists in managing and organizing media production resources including equipment, software, and media assets. Ensure that all production equipment is well-maintained, functional, and properly utilized.

- e. Responsible for meeting with the Creative Director weekly to set up a weekly workflow, provide creative input, and receive feedback as required.

Qualifications

Does this sound like you?

- Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study, giving, and service attendance.
- Must be a member of Grace Church and demonstrate agreement with Grace Church vision, values, and culture.
- Strong knowledge of social media, graphic design, photo/video production, and editing skills.
- Working knowledge of Adobe Creative Suite, ProPresenter and other software applications available for the purposes of audio/visual production.
- Working knowledge of cameras/video equipment, projection, and similar equipment available for the purposes of audio/visual production.
- Excellent verbal and written communication skills.
- Strong problem-solving/troubleshooting skills.
- Scheduling flexibility to meet campus needs and special events/meetings as required.
- Able to prioritize and multi-task, using good time management skills in a fast-paced environment.
- Ability to assist with the mentoring, training, and some supervision of other Production Team staff in the development, preparation, and execution of production needs at the campus.
- Useful skills may include proficiency in:
 - Live Production
 - IT/Networking
 - Lighting/Stage Design
 - Audio Engineering
 - Graphic Design
 - Social Media Management
 - Web Design

Physical requirements

This job may require some lifting (up to 60lbs), pushing/pulling of equipment carts (0-600lbs), and occasional work outside.

Direct reports

None

Approved by:	
Date approved:	
Reviewed:	