

Church at the Cross
(First Baptist Central Florida)

Position Job Description

Title: Production Specialist

Dept.: Operations/Engagement

Last Revised: 7/4/21

Reports to: Executive Director of Operations & Engagement **Salary:**

Interaction with Children:

- Regular interaction not required
 - Regular interaction required
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I. QUALIFICATIONS:

- High school diploma
- 2+ years of related experience
- Heart for service to the Lord
- Desire to empower people to serve
- Self-motivated, self-directed requiring minimal supervision
- Embrace change and can adapt quickly with a “whatever it takes” attitude
- Able to figure it out, follow through, and get it done
- Strong ability to relate to all staff with compassion, humility, and confidence
- Requires technical skills, flexibility, and excellent interpersonal skills
- Ability to identify and meet strict time constraints for specific tasks

II. RESPONSIBILITIES

- Prepare, sequence, and execute elements of services and shows produced by CATC and CFCA, to include services, special gatherings, and performances on or off campus. This will include operating equipment as needed.
- Oversee proper operation of audio, lighting, and video broadcast equipment
- Subject matter expert on system components and integrations to include audio, video, and lighting
- Campus-wide AVL support to all ministries at CATC
- Rapidly troubleshoot and resolve issues during Sunday experiences or other live events
- Maintain log of items to be corrected and enter tasks as needed to resolve later
- Work within Production Team on stage design and execution of design
- Seek out and implement new technology and resources to improve Sunday experiences
- Manage projects as needed within the Production Team

- Recruit and train volunteers to operate all elements of our production systems

General Expectations:

- A teachable and an enthusiastic learner.
- Maintains flexible working hours as determined by the needs of the ministry.
- Attends regular church and team staff meetings as required.
- Participate in cross-functional Creative Team planning and preparation.
- Utilize task tracking and capacity management system.
- Carry and operate a two-way radio during shows and services.
- Operate ladders, lifts, tools, and other equipment in a safe manner.
- Develop detailed knowledge of operation and integration of all equipment.
- Put measures in place to ensure that equipment and supplies are secured against damage, loss, or theft.
- Begin and end projects within reasonable timeframes and communicates needs.
- Proficient with current technology and communication tools.
- Aligned with organizational vision, goals, values, and policies.
- Works well with others and within a team environment.