

Job Title: Specialist, Campus Production**Reports to: Campus Worship Leader****Employment Status: Part-time (20-25 hours), Sunday hours required****Compensation Basis: Non-exempt****Staff Classification: Operational**

Job Purpose: Manage the technical aspects for Sunday stage(s) and events to create and execute excellent, distraction-free worship environments for the assigned campus. Assist in recruiting, training, scheduling, and leading production volunteers.

Duties:*Lead Campus production (AVL) team*

- Lead as Primary Technical Producer for Sunday services and congregation events
 - Responsible for the overall technical set-up in the main worship space(s)
 - Supervise the overall technical set-up in overflow and other spaces
 - Manage audio capture, ensure services are recorded for online use
- Assist with recruiting, managing, scheduling, and training Production Volunteers and Fellows
- Manage the set-up and tear-down of video, lighting, and audio elements of GBC services and events
- Coordinate with the Campus Worship Leader and Teaching Pastor to execute Sunday Services
- Surface service deficits with volunteers and staff, then communicate technical deficits to Executive Production Manager

Facilitate Campus event production

- Work with campus ministry teams and Systems Creative Team to plan production (AVL) support for campus events and production requests
- Facilitate production (AVL) support for approved outside or system-wide events hosted at the campus

Manage Campus Production (AVL) Equipment

- Audit and maintain production equipment inventory as directed by Executive Production Manager
- Purchase necessary supplies or equipment as approved by Campus Worship Leader and / or Executive Production Manager

Collaborate with the System-level GBC Creative Team

- Foster an attitude that reflects the values of Grace Bible Church
- Contribute unique production (AVL) expertise and skills with Systems-level Production, Worship, and Communications staff to advance organizational goals and initiatives throughout all GBC campuses
- Participate in System-wide Creative Team meetings and initiatives

General Ministerial Duties

- Model Grace Bible Church's mission, vision, values and a lifestyle of personal discipleship at work and in the community
- Grow continually in a relationship with God and in the knowledge of His Word

- Engage in accountability with fellow staff and other believers via small groups, all staff prayer meetings, weekly devotionals, etc.
- As requested, provide ministerial support and care for the church body and staff (including prayer, devotionals, accountability, assisting at funerals and other ministry events, etc.)

Other duties, as assigned

Qualifications:

- A committed and growing Christian in a strong relationship with a local Bible-teaching church
- Minimum 2 years' experience in this/related field preferred
- Developing leadership abilities with a teachable spirit
- Developing ability to mentor and train creative team volunteers
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Ability to oversee others and delegate tasks effectively
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision

Professional qualifications:

- Exceptional time management skills with ability to analyze, prioritize, quickly resolve problems, and effectively execute multiple projects and priorities
- Exceptional computer skills, including proficiency in macOS, Windows 10, digital project management, electronic communications, and networking
- Ability to learn and master new technology quickly and thoroughly
- Mastery in area(s) for which employment is offered:
 - Knowledge of media in worship
 - Strong knowledge of lighting and stage design in worship
 - Strong knowledge of AVL signal flows and strong ability to troubleshoot in all of these environments
 - Strong knowledge of audio systems and large-format digital consoles
 - Strong knowledge of live and streaming audio environments
 - Strong knowledge of live and streaming video environments
 - Strong knowledge of projectors, displays, and video transmission

*See GBC Personnel Manual for further information
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