



Position: **Production Tech**  
Department: **Production**  
Status: **Part-Time, 5-10 hrs**  
Date Revised: **10/7/2024**

## **MISSION**

To love and lead people to a life-changing connection with Christ.

## **VALUES**

- Fun – We believe that having a good time together matters!
- Impactful – We're committed to making a positive difference together in Jesus' name!
- Growing – We are always moving toward God's best!
- Creativity – We want to be imaginative, original, innovative and artistic for God's glory!
- Accepting – We understand that we're all a work in progress, so all are welcome here!
- Passionate – We insist on expressing enthusiasm and lively excitement about life in Christ!
- Supernatural – We desire to encounter the presence of God and engage our spiritual gifts!

## **POSITION**

The **Production Tech** serves as a key member of the Production Team responsible for all Audio/Video/Lighting needs servicing a variety of events including but not limited to memorial services, wedding receptions, ministry classes, and events hosted by a variety of Centerpoint ministries.

## **ACCOUNTABILITY**

The Production Tech will be accountable to the Production Director and works closely with the other leads in the department.

## **FIT:**

We are looking for a creative, responsible, and dynamic person with a passion for the Lord and His work at Centerpoint! The Production Tech brings expertise to creating welcoming and dynamic environments that enhance physical gathering spaces as people come to experience God.

The ideal candidate for this role will be adaptable and flexible, showing a willingness to fulfill the needs, requests, and vision of the Senior Leadership Team, Production Director, Special Events, Ministry and Classes leaders, will be a strong communicator, and will be a strong team player who welcomes, encourages, and facilitates cooperation, integrity, and respect that bolsters commitment and team spirit in the Production Department.

## **SPIRITUAL PROFILE**

Centerpoint is looking for people who are pursuing an active personal life with Jesus Christ, who are committed to prayer, and are responsive to the leading of the Holy Spirit. Staff are expected to pursue habits and practices that promote personal growth and discipleship in self and others.

## KEY RESULT AREAS

### 1. Technical Excellence

***Brings professionalism and excellence to the execution of all AVL production elements.***

- Demonstrates basic knowledge of general AVL and support for live events
- Demonstrates proficiency with digital audio consoles, camera operation, lighting basics, live streaming, ProPresenter, and Planning Center
- Assists Production Director with the implementation and integration of new production equipment and providing recommendations for essential tools for department growth
- Stay current in your understanding of the equipment, updates and upgrades, and look for ways to make things better as you serve.

### 2. Organizational Proficiency

***Creates and maintains clear processes and communication with the team and other departments to deliver creative and dependable large group gathering experiences both in person and online.***

- Can demonstrate an ability to design, plan, schedule and arrange the general AVL support required for some or all of the following: Special Events, Women's Bible Study, Men's Bible Study, and CP Classes
- Demonstrated ability to organize self and keep to a schedule
- Provide AVL support for other events on campus as needed
- Provide support to the Communications & Experiences teams to ensure smooth operations for all gatherings
- Proficient with Google Suite Platform, has the discipline to learn and use project management software

### 3. Hero Making

***Enthusiastically embrace multiplying the effectiveness of Production assignments through cooperative teamwork, development of volunteers, and providing serving opportunities for others.***

- Provide supervision and support to Production Team staff and volunteers and champion a high level of excellence and production execution for all events, classes, and Church gatherings
- Make ministry leaders feel seen, heard, and supported through detail-oriented technical support, active listening, and attention to detail
- Other duties as assigned.

## **POSITION EXPECTATIONS**

### **TIME**

**This is a part-time position working 5-10 hours per week. Estimated Weekly Schedule** (work roles may fluctuate according to schedules):

Monday: 6:00-8:30pm - *Classes if in session (seasonal, evenings)*

Tuesday: 5:00pm-8:00pm - *Men's Ministry Service*

Wednesday: OFF

Thursday: 6:00-8:30pm - *Classes if in session (seasonal, evenings)*

Friday: as needed

Saturday: as needed

Sunday: as needed (if a sub is needed in a specific position or for Grow Track/Discover CP Lunch)

**Weekly Schedule to be set by Production Director**

### **STAYING CURRENT**

This position requires intentional effort to stay current with emerging tech, software & hardware resources, and industry standards and practices. This includes a level of mastery that can provide training to others and provide innovative input into program design elements.

### **QUALIFICATIONS:**

This individual must possess a basic understanding of general AVL tech. They must demonstrate the ability to problem solve, seeking to solve issues as (or before) they arise. They should have a professional demeanor, leadership capacity, and administrative skills. They must be committed to the vision of Centerpoint Church and must be willing to work as a team with all staff to accomplish the overall vision of the church.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to walk, stand, sit, listen, and talk. The employee is frequently required to use hands to grab, handle, or feel and reach with hands and arms. The employee will sometimes need to help move chairs and tables, lift boxes, and bins with weights of up to 50lbs.

### **CONDITIONS**

- Candidates must be cleared through background check
- Employees will be amenable to the values and doctrine of the Free Methodist Church
- Commit to embracing and demonstrating the values of the church
- Commit to working as a team with people and departments
- Be respectful and kind in all your dealings with staff, volunteers and the people we serve
- Develop your unique voice within the team
- Read and agree to abide by the policies of our Employee Handbook
- There is no guarantee of hours; classes happen on a seasonal basis

Centerpoint Church maintains an “employment at will” policy. This means that just as you are free to end your employment with Centerpoint at any time for any reason, Centerpoint is also free to end the employment relationship with you at any time for any reason, with or without cause or advance notice, as long as we do not violate any applicable federal or state laws.

By signing below, I certify that I have read the above information and understand that my employment with Centerpoint Ministries is at-will.

_____	_____	_____
Employee Name (Print)	Employee Signature	Date

_____	_____	_____
Supervisor (Print)	Supervisor Signature	Date