

**Production Assistant rev20200506**

1. **Purpose of the Job:**

The Production Assistant assists the Production Pastor in cultivating a life giving, passionate and skillful culture of praise at Vineyard Community Church through the spiritual leadership of Vineyard’s Dream Team and other people or groups as assigned by the Production Pastor. The Production Assistant is directly responsible for all aspects of technically producing Vineyard’s services, conferences and other events (“Events”). The Production Assistant adds values to the events at Vineyard through the use of technology and creative staff; building strategies and solutions that meet the vision goals of Vineyard Church. The Production Assistant is always looking for ways to integrate technology and efficiency in order to maintain excellence, save time, and achieve the organization’s ministry objectives.

1. **Experience and Knowledge Required:**
   * Strong work tenure, at least 5 years of experience managing a technology team
   * Must have strong leadership instincts and a proven track record of leading high quality individuals
   * Mustpossess expertise in aligning and leveraging technology for the advantage of the church
   * Must possess strong life-giving relational & management skills
   * Strong technology and business acumen
   * Must be able to create and manage change
   * Ability to hire, develop and retain high quality technology professionals
   * Vast understanding of the vision, structure and systems related to Worship at Vineyard Church
   * Exceptional organization, communication, verbal and interpersonal skills
   * Ability to work with minimal supervision and handle multiple projects effectively
   * Proficiency in Excel, Word, PowerPoint, and Gmail
   * Ability to learn and use Church Community Builder (CCB) software, Wufoo (survey platform), Church, Planning Center Online (PCO) software, and Basecamp (Project Management System)
   * Ability to handle confidential information
   * Strong attention to detail
   * Willingness to work after hours or on weekends when needed
   * Exceptional work ethic and commitment to excellence
2. **Essential Functions and Responsibilities:**
   * Provide AVL technological guidance within the organization
   * Consult with Production Pastor to present new approaches, and to discuss equipment/system changes
   * Participate in vendor contract negotiations for all new AVL equipment and services purchased for the church
   * Create and maintain an annual Production budget
   * Oversee the ministries internet streaming operations
   * Manages the day-to-day operations of the Production department including directing staff, who support administrative, service, event, maintenance and other production functions
   * Assess and anticipate production projects and recommend appropriate action and resources
   * Identify user & church ministry department needs and resolve problems
   * Propose hardware/software solutions to accomplish the church’s ministry objectives
   * Assist the Worship Pastor with department planning and implementation of department projects and assist in achieving weekly goals
3. **Other Duties and Responsibilities:**
   * Build and maintain relationships with other ministry partners of Vineyard
   * All other duties as assigned
4. **Employee’s possess and exhibit the following core values in their daily lives:**
   * Love for God
   * Love for People
   * Work Ethic that is excellent, protective and frugal with time and money
   * Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
   * Positive attitude
   * Heart of a servant
   * Fun/enjoyable
   * Loyal
   * Share Vineyards vision to fulfill the Great Commission with integrity and passion
   * High capacity multi-task individual comfortable working independently without constant supervision
   * Strong written / oral communication and interpersonal skills
   * Highly self-motivated and directed
   * Ability to effectively prioritize and execute tasks in a high-pressure environment

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Report’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_