

**BETHANY COMMUNITY CHURCH**  
**JOB DESCRIPTION**

**Production Associate**

- Summary:** The Bethany North Production Associate will contribute to the work of the Ministry at Bethany North by owning and overseeing the technical aspects of the worship services and Livestream.
- Location:** Bethany North
- Reports to:** Director of Worship, Bethany North
- FLSA Status:** Part-time, Hourly, Non-exempt

**KEY RESPONSIBILITIES**

- Direct team members and staff on Sunday mornings to coordinate a cohesive production flow.
- Lead the Tech Team in Sunday operations. Oversee and operate the Livestream broadcast on Sunday mornings, ensuring the audio, video, and stream are running smoothly.
- Own all aspects of Sunday tech needs: Set up & tear down from beginning to end. This may include stage set up, as well as the Livestream. Train new team members.
- Prepare ProPresenter slides for Sunday services and make edits to YouTube videos post-production.
- Participate as a member of Bethany North staff and perform other duties as the situation requires or as assigned by the supervisor.

**POSITION QUALIFICATIONS**

- Proven technical ability in all aspects of running audio and video equipment in a live setting
- 2 - 3 years of relatable experience
- Experience using Planning Center Online, ProPresenter, and Livestream preferred
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Participate as a member of the Bethany North and Bethany Community Church Staff, and perform other duties as the situation arises/assigned by supervisor

## OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is 5 hours on Sundays, and 5 flexible hours mid-week. 10 hours/week
<i>Physical Demands:</i>	Must be able to work in both a mobile and an office environment. Must be able to move between buildings on campus. Must be able to lift boxes and/or equipment up to 50lbs.
<i>Working Conditions</i>	<p>Due to seasonal activity, job duties may often require hours and availability outside normal working hours. May require flexibility to adjust work schedules from time to time to work early or later than the regular schedule.</p> <p>The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multitasking.</p> <p>Non-smoking buildings and environment.</p>
<i>Compensation:</i>	\$21-27 per hour, Depending on experience
<i>Benefits:</i>	Paid sick leave

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*