



## Multisite Lead Production Associate

**Department:** Production

**Recruited By:** Director of Production

**Reports To:** DOP/Audio Director

**Location:** The Loop Campus/Multisite

**Status:** Full Time Exempt

**Proposed Employment Category:** IV

**Summary of Position:** The Multisite Lead Production Associate is a full-time position responsible for assisting in the oversight of all Production aspects of a specific HFBC Multisite Campus. This position will also help when needed at the Loop Campus. The Associate is a direct connect for all full-time and part-time Production employees for worship services, conferences, and events at the Multi-site campuses and Loop as needed. This will include assisting in operation, calibration, and maintenance of existing equipment as well as evaluation and recommendation for upgrades or future expansion. This position will assist with developing policies, procedures, and teams for maintaining and operating any and all Production systems in all of our fixed venues as well as off-site events. This position will consult with and work with the Director of Production, Audio Director and other Production Associates in developing all systems and standards across all campuses. Communicate with ministry departments on needs for their events along with the other associates. This position will help in installing new systems across our landscape of campuses, help build team unity and trust among the ministries. At times this position will include duties as a systems technician, administrator, mentor, and other tasks as determined by the Directors when required. Position reports directly to the Director of Production and Audio Director, and in conjunction with the other level 3 and 4 associates.

**Purpose:** HFBC Production exists to provide top-quality, above and beyond service to our church community through a partnership with all its ministries; to prepare, maintain, support and seamlessly integrate the technologies of audio, lighting, video, and graphic presentations, that equip and enhance the outreach and mission of HFBC to the world. We strive to work together, serving often in different capacities simultaneously, to set the stage of opportunity so God's Spirit can interact without distraction or hindrance, so that one more might cross the line of faith and grow in dependence upon the Lord.

### Duties and Responsibilities:

Duties and Responsibilities as listed but are not limited to:

- Audio Engineer for weekly worship services at the Assigned Multisite campus as well as if needed at the Loop Campus and events.



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- Preventative maintenance of all Production equipment and infrastructure around HFBC.
- Communication with vendors regarding repair/maintenance/ rentals and purchases.
- Consistently improve all aspects of Production at HFBC Loop and all campuses (equipment upgrades, improving processes and procedures, troubleshooting, inventory management, project management).
- Building staff and volunteer teams overseeing the recruiting & training processes along with shepherding to support other ministries.
- Communicate with and determine needs of outside groups visiting any HFBC facility working alongside Special Events Coordinator.
- Assist all other ministries with Production needs. Stage management at all Loop venues. Other duties as assigned by the Director of Production.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

### **Skills Requirements:** Select all that apply

Language skills                       Math Skills                       Reasoning ability

PC skills:       Windows       MS Office       MS Outlook       MS Excel

Other:

Administration                       Service to others                       Teacher/Leader

Good Communication skills                       Team builder                       Self-disciplined

Servant leader                       Decision maker                       Strong work ethic

Empathy for ministry partners                       Attention to detail

Other:

### **Education and/or Experience:** Select all that apply

College graduate preferred                       Administrative Experience                       Personnel Management

Church Staff experience preferred                       Other:



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**Organizational Relationships:** Reports to Director of Production

**Working Conditions:** Select all that apply

- 40 hour work week       Additional hours as needed       Occasional off campus activities  
 Continuing Education       Specialized training       Occasional travel  
 Other:

**Contact:**

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