



Production Assistant (Video Emphasis)

Job Description

DEPARTMENT: Worship
REPORTS TO: Elder of Worship & Preaching
FLSA STATUS: Non-Exempt
EMPLOYEE STATUS: Temporary
WORK HOURS: 10 hours per week
APPROVED BY: Church Administrator Date: September 1, 2021

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

Summary & Purpose

As a part of the Worship Ministry Team, the Production Assistant (Video Emphasis) will work together with the Production Director to contribute to the overall vision of the Elder of Worship & Preaching in providing God-honoring worship in our services and events.

Key Areas of Responsibility:

Worship Gatherings

- Lead set up and tear down of video equipment for the livestreaming of all outdoor (or indoor) morning and evening worship gatherings.
- Provide oversight and direction to our volunteer set up and tear down team.
- Oversee the livestreaming of our services.
- Record, edit, and upload our weekly sermons.

Video Production

- Record and edit videos for the various ministries of Grace as needed and as directed by the Elder of Worship and Preaching.

Qualifications:

Character

- Assurance of salvation through faith in Jesus Christ.
- Regular attendee of Grace Evangelical Free Church of La Mirada.
- Affirm the statement of faith and position on issues of Grace Evangelical Free Church.
- An attitude of being faithful, available, and teachable.
- Agree with and support the vision, philosophy, and direction of Worship Ministries, as well as that of Grace's leadership.

Skills & Abilities

- Maintain working knowledge of various software related to worship (Pro-Presenter, Planning Center, Final Cut Pro X).
- Value the concept of a lifelong learner maintaining a posture of continuous improvement and professional development.

Education and/or Experience

High school diploma or GED with 1 to 2 years' experience directly related to the duties and responsibilities.

Language Skills

Ability to process information well, edit documents accurately, and create instructional materials as needed. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively in both oral and written forms across multiple platforms.

Reasoning Ability

Advanced analytical skills, ability to brainstorm various problem-solving situations and communicate clear presentations from complex information.

Certificates, Licenses, Registration

Current State of California Driver's License

Working Conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to safely lift 20 lbs.

Church Administrator Approval

Printed Name

Signature

Date

Employee Acceptance

Printed Name

Signature

Date