

# Production Assistant

**Hours:** Part Time (15 hrs/week)

**Supervisor:** Production Manager

**Summary:** The Production Assistant will be responsible for filling various audio, video, and lighting needs for services and classes throughout the week, as well as providing additional production support during Sunday morning services, conferences, and other larger events.

## ROLES & RESPONSIBILITIES

- Prepare, set up and run headset and handheld microphone for classes and events
- Prepare and run graphics and video from ProPresenter
- Capture audio and video for classes and various events
- Provide general support for event coordinator or presenters
- Assist in clean up and maintenance of stage, storage and event equipment
- Fill various positions during Sunday services including Tech Director, IEM's and ProPresenter

## PHYSICAL DEMANDS/REQUIREMENTS

- May require to lift up to 50 lbs for moving equipment during events from time to time

## EDUCATION & EXPERIENCE

- Previous experience in a similar job role (i.e., Production team) is preferred

## ESSENTIAL QUALIFICATIONS

- Ability to multi-task and complete assigned jobs effectively and efficiently regardless of working individually or with a team
- Exhibit clear self-motivation and ability to work independently with excellence while flexible and adaptable to changing circumstances
- Ability to graciously receive and apply feedback in the pursuit of excellence
- Possess a keen eye for detail
- Utilize strong ability in resolving problems
- Adjust effectively to changing circumstances and willing to learn new skills
- Demonstrate punctuality and have effective time management skills
- Ensure prompt response to email communication

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## EXPECTATIONS

- Mature follower of Jesus Christ with character consistent with Titus 1:5-9 and 1 Timothy 3:1-7
- Authentic lifestyle demonstrating consistent character and spiritual growth
- Agreement with Hope Oakville's doctrinal statement
- A strong commitment to the mission, vision, and leadership of Hope Oakville
- Involvement in the care for, minister to and pray with the volunteers within the ministries that you work in, as well as the congregation members that you encounter.
- Participation in weekly staff prayer when able and available, where we pray for our church, our ministry, our congregation and each other.

We are an equal-opportunity employer, and we welcome your application. All employment decisions follow human rights legislation. Should you require accommodation during the recruitment process, for example, because of a disability, please let us know.