

## **Job Title: Live Service Producer (EAST Campus)**

### **Job Description:**

The Live Service Producer's primary responsibility is to prepare and oversee the execution of high quality A/V production for all main services at the EAST campus. The position will require proven experience in live event and personnel management, lighting and video systems for broadcast/livestream, on-demand encoding of media files, scheduling of media teams for both campuses, and developing volunteer teams. The EAST Producer will also be the primary point of contact for both campuses for Planning Center Service and Resources Modules. Knowledge in video editing, audio systems and graphic design considered a plus.

**Hours / Week: 25-30 hours/week**  
**Benefits: None**

**Pay: Experience Based, Hourly**  
**Pastoral Overseer: Scott Billings**

### **Primary Responsibilities include, but not limited to:**

#### *Minimum 15 hours/week*

- Staff Meetings, Tuesdays, 8:30AM-10:30AM
- Main Service Start Times
  - Saturday, 2:30PM-7:45PM
  - Sunday, 7:00AM-12:30PM
  - Wednesday, 3:30PM-7:45PM

#### *Remaining hours*

- Support other church events such as Pastor's Conference, Resurrection Celebration, weddings, funerals, associated concerts and other events as needed
- Key lead point for coordination with worship team, media team and teaching pastor for service itinerary and associated content.
- Team building and training of additional volunteers for media service support
- Repair, maintenance, installation of equipment for EAST campus as needed
- Maintain cleanliness / organizing media room / storage areas
- Support existing media team staff with projects and activities

### **Required Proficiencies:**

- Highly Motivated to Learn and Serve
- Planning Center Administration for Services and Resource Modules
- Basic Mechanical/Electrical Skills for Repair / Install / Troubleshooting
- Videography, Lighting and General A/V Production
- Familiarity with PC/Mac and network systems
- Clear Communication and Excellent Writing Skills

**Recommended Spiritual Gifting(s):** Leadership, Service, Administration