

## Job Description

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**Title:** *Production Assistant*  
**Classification:** *Support Staff*  
**Reports to:** *Worship Director*  
**Hours:** *Part-time position (6-8 hours/week)*  
**Compensation:** *As negotiated*

### SUMMARY

The production assistant is charged with creating an environment on weekends where people are able to gather in an engaging and distraction-free environment, including both adult worship services and Harvest Kids. He or she is responsible for the execution of this task goal in accordance with the mission, vision, doctrine, pillars, and ministry strategy of Harvest Bible Chapel Barrie as established by the elders.

### RESPONSIBILITIES

1. Produce multiple distraction-free, God-honouring worship services in coordination with staff and volunteers.
2. Troubleshoot technical issues of all production equipment as required.
3. Encourage and equip all audio, video, lighting, and projection volunteers.
4. Plan for future technology advancements and needs, including installs and equipment upgrades, in conjunction with the worship director.
5. Manage and maintain technical systems throughout the church, including Sunday support for Harvest Kids.
6. Craft and oversee an approved budget for the production department in conjunction with the worship director.
7. Ensure that the sermon videos uploaded to the website are of premium quality and arrive on time.
8. Provide the worship director with a weekly email update of any production issues and how they were addressed.
9. Other responsibilities as assigned.

### HOURS

The production assistant is expected to work approximately 6-8 hours per week. The normal work schedule will be 6:30 a.m. to 12:30 p.m. on Sundays, with periodic additional hours during the week in conversation with the worship director.

### QUALIFICATIONS

#### Character

1. Must be maturing spiritually (Colossians 2:6-7) consistent with the 4 pillars and 3 Ws.
2. Must be increasing in the fruit of the Spirit (Galatians 5:22-23).
3. Must demonstrate a servant's heart (Mark 10:42-45).
4. Must be teachable and humble (Philippians 2:3-7).

#### Competency

1. Must have strong competency and experience in audio, video, and lighting.
2. Must have skill in recruiting, evaluating, directing, equipping, and encouraging volunteers.
3. Must relate well to all kinds of people and build effective relationships.
4. Must demonstrate flexibility and resourcefulness in carrying out expectations.
5. Must be committed to ongoing improvement, with an understanding of both strengths and weaknesses.

**Chemistry**

1. Must be committed to the local church and active in building community (Acts 2:42-47).
2. Must demonstrate an ability to relate well and work efficiently with fellow staff members and all volunteer leaders and teams under his/her oversight.

**Conviction**

1. Must be in full agreement with the Harvest mission, vision, doctrine, pillars, and ministry strategy and be convinced of their effectiveness in building the church.
2. Must agree to abide by the staff policy manual.

**Capacity**

1. Must be highly motivated and action oriented; a strong work ethic; a get-it-done kind of person.
2. Must fulfill the responsibilities of the job and also maintain a healthy personal and family life.