

Position: Production Assistant

Department: Worship Arts

Job Type: Part Time (5-10hrs/wk), Hourly pay \$12-15

Reports to: Executive Pastor

OVERVIEW

The Production Assistant is responsible for providing production support for live events at HOPE by operating the audio, video & lights according to the programming needs. These events will support ministries such as Hope Kids, Hope Students, Groups, Special Events, and on occasion, Sunday morning church services.

RESPONSIBILITIES

- Partnering with ministry leaders and volunteers to produce a high quality live experience
- Providing excellent production value by managing the audio, video, and lights in the venue
- Solving issues that arise by coordinating with Production staff to find solutions
- Collaborating professionally with other Production Assistants around scheduling and substitutions for events
- Arriving in advance to set up and ensure all systems are properly shut down at the end

SKILLS NEEDED

- Comfortable with computers, Macs preferred
- Able to be trained on Hope's audio equipment, computers, and lighting systems
- Previous volunteer or paid experience on soundboards preferred
- A non-anxious presence in moments of technical issues or changes

PREFERRED OR REQUIRED HOURS

- Times will vary each week depending on scheduled programming. However, there are several weekly events that need to be filled by Production Assistants:
 - Sunday: Hope Kids: 7am-12:15pm, Hope Students: 2:30pm - 9pm
 - Special Events: memorial services, weddings, classes (1-2 hours), on-campus mini-retreats, Winter Weekend, Kids Camp, seminars such as HOPE's Book on Love or Discover Hope
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In order to apply, please submit the following to hr@hopecentral.com

- **Cover letter and resume**
- **Hope [application](#) for employment**