



A Good Place to Find Life

Position: Production Assistant

Hours: Seasonal, 5-10 hours/week

FLSA Status: Non-exempt

Reports To: Production Lead

OVERVIEW

The Production Assistant provides technical support for live events at HOPE by operating audio, video, and lighting equipment according to the programming needs. These events support ministries such as HOPE Kids, HOPE Students, Groups, and special events, and may occasionally include Sunday morning services.

RESPONSIBILITIES

- Partner with ministry leaders and volunteers to produce a high-quality live experience
- Manage audio, video, and lighting to ensure excellent production value
- Troubleshoot technical issues by coordinating with Production staff to find timely solutions
- Collaborate professionally with other Production Assistants regarding scheduling and event coverage
- Arrive early for setup and ensure all systems are properly shut down at the end of each event

REQUIRED SKILLS

- Comfortable working with computers (Mac experience preferred)
- Able to learn and operate HOPE's audio, video, and lighting systems
- Prior volunteer or paid experience on soundboards preferred
- Calm and solutions-oriented in moments of technical challenge or change

SCHEDULE

Hours vary weekly based on scheduled programming. Regular needs include:

- Sunday
 - Main auditorium morning services: 7:00 am-12:30 pm
 - HOPE Kids: 7:00 am-12:30 pm
 - Main auditorium evening service: 3:30 pm – 6:00 pm
 - HOPE Students: 2:30 pm - 9:00 pm
- Weekly Events
 - Thrive Bible Study: Thursdays 8:30 am-11:00 am
 - Thrive at Night: Thursdays 6:00 pm - 8:30 pm
- Special Events (as scheduled)
 - Memorial services
 - Weddings
 - Classes (1-2 hours)
 - Seminars (e.g., Book on Love, Discover HOPE)

To apply, please submit the following to hr@hopecentral.com :

- Cover Letter
- Resume
- [Hope Application for Employment](#)