



Job Title: Production Assistant

Reports to: Communications Director

Status: Exempt/Salaried Full Time

Prepared By/Date: Janine Mikell - 5/27/21

Approved By/Date: Michelle Ravan - 5/27/21

Position Summary

As part of the East Cooper Baptist Communications team, the Production Assistant is responsible for assisting in the creation and execution of excellent worship services on Sunday mornings. The Production Assistant will work with Pastors and production volunteers and use the technology provided to achieve distraction free worship experiences, enabling ministry to take place. The assistant will storyboard, film, and edit East Cooper Stories videos and podcasts.

Roles and Responsibilities

- Be present as a production assistant for Sunday services
- Edit audio & video of sermon each week
- Set-up & tear-down of video, lighting, and audio elements for ECBC services and events
- Take lead on single speaker events/meetings for PCA and ECBC
- Work with PCA Headmaster and Principals to plan for PCA events
- Train and lead PCA A/V club
- Work alongside the Production Manager to maintain projects and equipment
- Identify and implement new production technologies and tools
- Foster an attitude that reflects the values of East Cooper Baptist Church
- Support special projects as assigned
- Attend, serve, and lead at all required events and activities for East Cooper Baptist Church including all staff meetings, prayer meetings, special events, staff development days, etc
- Produce testimony, stories, and training videos as needed
- Record and edit East Cooper Baptist podcasts

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- 1-2 years of professional workplace experience directing, producing, or mixing audio
- Working knowledge of Adobe Premiere
- Proficient with Google Suite (Drive, Docs, and Sheets)
- Detail-oriented
- Collaborative problem solver
- Good Time management
- High level of integrity and dependability

Competencies

Communication - Demonstrated capacity to inspire, instruct, and encourage through effective communication in various settings. Able to communicate and work within a complex organizational structure with multiple layers of input.

Collaborative Team Skills - Collaborate across the organization and with various ministry partners. Ability to assist other leaders and support needs. Ability to integrate multiple perspectives and synthesize them into a cohesive plan. Ability to grow in leadership across teams and coach volunteers and production team members.

Detail Oriented & Organizational Skills - Proven skills in organizing, prioritizing, implementing, and managing multiple projects at different stages simultaneously. Shows attention to detail with processes and systems. Solves problems with creativity and minimal input. Able to successfully develop new and better ways to work and promote a continuous improvement mentality.

Digital Systems - Understanding of and experience with the operation of current video cameras. Ability to film and edit videos. Experience working with project management tools. Familiarity with recording software (Premiere Pro or equivalent professional software).

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.