



# ILLUMINATE

## COMMUNITY CHURCH

### JOB DESCRIPTION

### SERVICE PRODUCER

**JOB TITLE:** Service Producer

**REPORTS TO:** Worship Pastor

**HOURS/WEEK:** Full-Time

**FLSA DESIGNATION:** Exempt

**STAFF CATEGORY:** Support Staff

**OVERALL MISSION:** We are called to love all people, make disciples, and empower them to be on mission for God.

**OVERALL VISION:** Our vision is to be a “city on a hill” where the broken, hurting, and searching are drawn to the light and love of Jesus.

**SUMMARY OF POSITION:** The Service Producer is responsible for all aspects of live production and technical arts for Illuminate. Including audio at FOH and broadcast audio, lighting, video switching, cameras, live streaming (Resi), projection, stage design, budgets, and coordinating production-related projects. The Service Producer provides leadership to a team of production staff and volunteers. The person who leads this area of ministry will be a recruiter of volunteers, developing a deep bench of talent that can serve Illuminate’s growing needs. Critical skills will be creativity within production, troubleshooting, problem-solving, and being a developer of the tapped and untapped talent here at Illuminate.

**RESPONSIBILITIES** - Specific responsibilities include:

- Provide technical support for all worship services and events:
- Maintain a reliable audio system for all worship services and events. This includes (but is not limited to):
  - Audio mixing, monitor mixing, and audio.
  - Audio recording when necessary.

- Prepare stage for rehearsals, worship services, and events.
- Prepare staff for Sunday rehearsal, run thru.
- Schedule and coordinate staff and volunteers for audio/broadcast as needed for church events.
- Maintain a reliable lighting system for all worship services and events. (This includes but is not limited to):
  - Stage Design
  - Lighting Design
  - Equipment Acquisition
  - Lighting Programming
- Recruit, train, equip, schedule, and lead a/v staff and volunteers on assignment:
  - Recruit a/v staff and volunteers for events and services.
  - Train a/v staff and volunteers to competence.
  - Equip a/v staff with the proper tools.
  - Deploy a/v staff and volunteers to appropriate tasks.
- Update and maintain production technologies:
- Ensure that campus technologies are in working order. (Worship Center – All venues and other rooms)
- Advise on future purchases.
- Oversee any technical installation.
- Keep reliable records for purchases and licensing.
- Work independently and as part of a team (and volunteers) to establish project deliverables.
- Collaborate closely with the Creative Team to help facilitate the creation of weekend content, worship services, and distribution of chosen services to Communication.
- Additional duties as assigned by the Worship Pastor or Executive Pastor.

**QUALIFICATIONS:** The Service Producer displays the following abilities and character traits:

- Able to develop processes so the worship presentation content is strong, clean, clear, inviting and on technically high level.
- Provide tech systems for Illuminate that complement the mission, vision, and values of Illuminate and remove distractions in worship.
- Experience in developing and maintaining a comprehensive schedule of video collateral.
- Can create lighting, staging, and sound reinforcement that will help clearly communicate the goals of each sermon series which Lead Pastor provides.
- Ability to recruit and train A/L volunteers according to Illuminate’s Playbook.
- Proficiency in all audio/lighting technology and provide upgrades to continue excellence in the tech arts area.
- Knowledge of:
  - Microsoft Office (Word, Excel, Outlook, and Teams)
  - Basic knowledge of the Bible and theology
  - Comfortable with learning new database systems and virtual platforms
  - Experience and proficiency in programs/tech in the related field.

- Demonstrated competency in:
  - Leading groups of volunteers in significant ministry activities.
  - Leadership in periods of organizational transition; ability to move culture in a new direction.
  - Multi-tasking and organizational skills.
  - Relational skills, including a high value of people, aspiring to serve others, fostering a healthy and amiable spiritual environment, being approachable and accessible, working collaboratively with others and in team environments, and appreciation for one's own and other's giftedness.
  - Strong and effective interpersonal, written, and verbal communication skills.
- Ability to:
  - Communicate, train, and lead in small venues (1-25 persons)
  - Maintain a high degree of professionalism and accuracy.
  - Be flexible.
  - Work in a multi-faceted environment with little supervision.
  - Forecast as well as attend to weekly details.
  - Handle confidential information.
- Personal Qualifications:
  - Dynamic and growing faith in Christ.
  - A desire for individual & professional growth.
  - Positive can-do attitude; takes initiative.
  - Consistently strives for excellence.
  - Integrity of work habits and results.
  - Team Player.
  - Personable in working with staff and volunteers.
  - Aspires to serve others with a servant's heart.
- Education and/or experience:
  - Undergraduate Degree or equivalent preferred.
  - 5+ years of experience in ministry leadership.
  - 3+ years of related experience.

### **NEEDED ATTRIBUTES:**

- A commitment to Jesus Christ and a life that demonstrates consistency with biblical standards, including compatibility with the church's statement of faith and governing values.
- Highly functional both behind the scenes and out front.
- Demonstrate a high degree of loyalty and the capability to protect the confidentiality of sensitive matters related to the church.
- Excellent verbal and written communication skills.
- Have a team-first mentality focused on collaboration and communal betterment.
- Serve as an excellent example of Christian witness to the community within and outside the church.

**PHYSICAL DEMANDS:**

Constant sitting, standing, moving, and viewing of screens. Occasional lifting up to 100 pounds or more.

*Please send resumes or inquiries to [jobs@illuminatecommunity.com](mailto:jobs@illuminatecommunity.com)*