

# westside church

**TITLE:** Production Associate

**REPORTS DIRECTLY TO:** Technical Director

**TYPE OF POSITION:** Full Time Permanent

**HOURS PER WEEK:** 40 hours

*\*It is understood that like any committed member of the church body, this position will give some volunteer hours to the church as needed.*

*\*Flexibility to work evenings, weekends, and holidays as required for church services and events.*

**OFFICE HOURS:** Monday – Friday, 9:00AM to 5:00PM.

*Attendance at church-wide events are expected for staff to participate in, which usually take place outside of regular office hours.*

**COMPENSATION:** \$40,000 - \$55,000 / year depending on experience. Pension and benefits will apply after a 3-month probationary period.

**VACATION:** 3 weeks (plus Christmas Week)

## **JOB DESCRIPTION:**

Westside Church is a diverse, biblical community where people seek to know and love God, live in community with others, and transform the world by serving our city as we think Jesus would, and our technical team plays an important role in our ministry.

Our goal is to provide meaningful, high-quality productions and an atmosphere to help people engage and connect with God and the church. We are always striving for excellence in production and technical support to enhance our worship services, events, and outreach programs.

The Production Associate will play a vital role in supporting the technical aspects of our church services and events, including stage and equipment management, and media production. This full-time position offers an exciting opportunity for a motivated individual with a passion for integrating technology into a church context.

## **THE KEY RESPONSIBILITIES IN THIS ROLE INCLUDE:**

- **Technical Support:** Assist the Technical Director in all aspects of audio, video, lighting, and stage management for church services, rehearsals, and venue rental events.
- **Equipment Management:** Maintain and organize all production equipment, including troubleshooting and inventory management.

- Media Production: Assist in the creation and editing of multimedia content for worship services, promotional materials, and online platforms.
- Event Coordination: Collaborate with staff and volunteers to coordinate logistics for events, concerts, and classes.
- Administrative Support: Assist with administrative tasks such as scheduling, budgeting, and communication related to production activities.

## **QUALIFICATIONS & SKILLS**

- Experience in technical production, preferably in a church or performing arts setting (min. 2 years)
- Proficiency in audio mixing, video editing, and lighting design using industry-standard software and equipment.
- Experience in DiGiCo, Allen & Heath, Waves, Ableton & Logic Pro ecosystems is an asset.
- Experience working with Vista, Onyx and Grand MA Lighting consoles is an asset.
- Experience working with Blackmagic Design video production equipment is an asset.
- Experience with Adobe Creative Suite & DaVinci Resolve is an asset.
- Practical set design and construction, and theatrical rigging experience is an asset.
- Strong problem-solving skills and the ability to work efficiently under pressure in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse teams.
- Ability to be flexible in terms of work hours due to the nature of gatherings, various ministry events and rentals (including evenings, late nights and weekend work)

## **PERSONAL QUALIFICATIONS**

- Is a follower of Jesus, having recognized and repented of personal sin and is baptized with an understanding of the gospel. The individual's life clearly demonstrates a high level of spiritual maturity.
- Is growing in Christ-likeness demonstrating a commitment to spirit (heart, will) transformation through the disciplines (prayer, study, giving, fasting, solitude, confession, unity, worship, etc.).
- Should have a clear sense of God's calling to ministry at Westside with much passion for the calling.
- Aligns with Westside's mission, values, and statement of faith, understanding that all ministries do not stand alone, but fit in under the umbrella of Westside's vision and goals.