

Job Title: Chapel Production Lead
Reports to: Technology & Media Director
Classification: Non-Exempt
Status: Part-Time Employee

SUMMARY

The Chapel Production Lead position oversees and provides technical support for services in the Chapel.

ESSENTIAL FUNCTIONS

- Oversees and provides technical support for services and rehearsals in the Chapel, including media, audio, lights, etc.
- Collaborates with the Venue Pastor, Worship Leader, and other staff to ensure a cohesive Chapel service experience
- Sets up and tears down equipment for services and rehearsal
- Creates lighting and video scenes for the Chapel services
- Acts as primary contact for technical, operational, and equipment troubleshooting in the Chapel
- Identifies and documents equipment and technology issues; immediately informs the Tech & Media Director
- Assists in the maintenance of equipment
- Collaborates with the Chapel Worship Leader in the testing of music tracks and musician technical needs
- Develops, trains, and supervises tech volunteers for the Chapel services
- Participates in relevant meetings, i.e., team meetings and individual coach meetings
- Performs other relevant tasks as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High school diploma or equivalent
- 2+ years of professional A/V experience
- Reliability, accountability, initiative, and promptness in work

- Professionalism toward co-workers and others
- Good organizational skills
- Ability to multi-task, troubleshoot, and use sound judgement

TIME COMMITMENT

8 hours per week, including Sundays and a mid-week evening

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

The employee occasionally is required to sit, stand, climb, and kneel. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

This job operates in a multipurpose. This role routinely uses equipment such as computers, audio/video equipment, etc.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.



Employee_____ Date_____