

# Church of the Open Door

## Position Description

**POSITION TITLE:** Creative Arts Producer

**Job Summary:** This position works closely with the Worship Pastor to plan and implement the audio, video, computer and lighting aspects of services and events that require production at Church of the Open Door. The Creative Arts Producer will work up to 15 hours per week and will be compensated \$15 per hour of work.

### **QUALIFICATIONS:**

Education: Degree in Music or Media Arts preferred, but not required.

Experience: At least 2 years of audio/visual experience in a church/ministry.

Skills: Must have a strong understanding of audio, video, lighting and computer hardware/software.

### **DUTIES AND RESPONSIBILITIES:**

1. Oversee the audio, video, computer and lighting aspects of all church services.
2. Assist staff with audio/visual needs for church events.
3. Responsible for setting up and tearing down for services and events.
4. Schedule, develop, and lead tech volunteers for services and events.
5. Ensure excellent stewardship/management of all technical equipment used by the Creative Arts Department.
6. Continue to advance personal skills in audio, video, and lighting.
7. Other audio/visual tasks as assigned by Worship Pastor.

**CHARACTER TRAITS:** A mature and responsible adult with a warm and friendly personality. Able to both follow and give instructions assertively. Is organized and plans ahead. A servant-leader and a team player. A diligent worker who relates with and cares for others. Has a passion for creating and seeing others engage in a worship experience. Eager to learn and grow in the arts and production in worship and desires to help others do the same.

**INTERNAL RELATIONSHIPS:** The Creative Arts Producer will report to the Worship Pastor.

**EXTERNAL RELATIONSHIPS:** The Creative Arts Producer must have a good reputation within the community as a good citizen.

**GENERAL:** Must believe in and adhere to the Church of the Open Door Constitution and Bylaws, Articles of Faith and Statement of Faith and Practice. Demonstrate presently improving character and spiritual growth.