

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Production Associate

Department: Cypress Production

Recruited By: Cypress Production Director

Reports To: Cypress Production Director

Location: Cypress Campus

Status: Full Time Exempt

Proposed Employment Category: IV

Summary of Position:

The Production Associate is responsible for assisting in the oversight of all Production aspects at the Cypress Campus and will report to the Cypress Production Director. They will be committed to and embody the HFBC staff values to be Godly, Effective, and Excellent in every part of their work. The Production Associate will assist the Production Director to cover a broad range of responsibilities including running events, coordinating volunteers, equipment maintenance and repair, strategic planning and training volunteers. They will need to understand and embrace when they are serving in a Leader role or as a Helper role.

Purpose:

The HFBC Cypress Production Associate will play a pivotal role in helping us fulfill our mission: the Great Commission, by using their leadership, technical and creative abilities and servant heart to help people have consistent encounters with the Living God in our venues. As a church we describe ourselves as a **Relevant, Biblical Community** where we **Gather** our hearts, **Grow** our souls and **Give** our lives away. Our staff values are to be **Godly, Effective** and **Excellent**.

Duties and Responsibilities:

- Serve as the Audio Engineer for weekly worship services and other events as needed.
- Conduct preventative maintenance of all Production equipment and infrastructure on Cypress Campus.
- Assist with scheduling and training volunteers (Pathmakers).
- Communicate with vendors regarding repair/maintenance/ rentals and purchases.
- Consistently work to improve Production endeavors (equipment upgrades, improving processes and procedures, troubleshooting, Inventory management, project management).
- Build staff and volunteer teams (recruiting, training, shepherding) to support other ministries.
- Communicate with and determine needs of outside groups visiting using our facility.
- Assist all other ministries with Production needs.
- Stage manage at their designated venue and assistance in the support of the Loop campus.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor at any time.

Skills Requirements: Select all that apply

- Language skills
- Math skills
- Reasoning ability
- PC skills: Windows MS Office MS Outlook MS Excel
- Administration
- Service to others
- Teacher/Leader
- Good Communication skills
- Team builder
- Self-disciplined
- Servant leader
- Decision maker
- Strong work ethic
- Empathy for ministry partners
- Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred
- Administrative Experience
- Personnel Management
- Church Staff experience preferred

Organizational Relationships: Reports to: Cypress Production Director

Working Conditions: Select all that apply

- 40 hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel

Prepared By: Cypress Worship Minister **Title:** Production Associate

Date Prepared or Revised: November 12, 2024

Signature of preparer: Roger Cullins

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name