



## Technical Production Assistant

- **Position Summary:** The Technical Production Assistant will facilitate the members of Heritage corporately affirming our beliefs about and devotion to Jesus and His mission by providing support for all audio/video/lighting (AVL) systems and teams.
- **Reports to:** Technical Production Specialist
- **Primary Responsibilities:**
  - To the Eldership -
    - None
  - To the staff -
    - Contribute to the effective collaboration of the Adult Ministries group, which includes:
      - Community Life
      - Engagement
      - Worship Ministries
      - Biblical Mentoring
    - Assist with the operation, installation, maintenance, & implementation of all audio/video/lighting (AVL) systems churchwide including worship services, weekly ministry events, and special services or events
      - *Ensuring proper midi cue sync between Playback, ProPresenter, & Lighting; troubleshooting looks, arrangements, midi, & outputs during rehearsals*
      - *Building videos & slides and loading them into ProPresenter*
      - *Ensuring backgrounds are correct during various service elements*
      - *Ensuring the monitor console is functioning properly and is staffed appropriately*
      - *Ensuring wireless mics & batteries are on*
      - *Troubleshooting Aviom & click guides as needed*
      - *Create & load stage plot displays*
      - *Monitor & troubleshoot display server: Micboard, PCO, stage plot, stage display power automation*
      - *Ensure projectors are on & functioning*
      - *Ensure stage sources are functioning & outputting consistent quality sound: Nord, Sunday keys rig, M3 organ and pedal, drum kit, drum triggers & SPD, drum mics, EG AmpSim, etc.*
      - *Setting up & programming all WAVs plug-ins for worship services*
      - *Manage x32 patching, stage patching & setup, P16 routing*
    - Assist with the management of Worship Ministry spaces, rooms, storage areas, etc.
      - *Ensure the stage is set for the upcoming weekend's worship needs*
      - *Clean & remove dark cables not in use*
      - *Make sure rugs are covering cables & walkways are clear*
      - *Clean backstage area & keep it organized*

- Assist with the training & coordination of volunteer teams to operate AVL systems for worship services, weekly ministry meetings, & special services or events
  - To the congregation -
    - Effect a culture that's consistent with the ministry values of Heritage Baptist Church
  - To those outside the church -
    - None
- **Secondary Responsibilities:**
  - None
- **Minimum Qualifications:**
  - A born again believer in Jesus Christ that is proven by a life of holiness and biblical priorities
  - Personal values and characteristics:
    - Demonstrates high levels of creativity, adaptability, flexibility, & initiative
    - Demonstrates passion for discipleship
    - Demonstrates warmth and hospitality
    - Demonstrates a sensitivity to & awareness of different musical preferences
    - Demonstrates an ability to inspire people to action
    - Models a lifestyle of community/togetherness
    - Models collaboration across teams, genders, generations, & ethnicities
    - Models vulnerability & humility
    - Models a lifestyle in alignment with mission
  - Prior experience:
    - Proficient use of computers and related software: Google suite, ProPresenter, Planning Center, predominantly on MacOS
    - Proficient use of Digital Audio Workstations (DAW) such as Logic, Ableton, ProTools, etc.
    - Proficient experience with DANTE and the use of other related audio applications (SMART, etc.)
    - Operation of AVL systems with professional level skills in 1 or more areas.
- **Preferred Qualifications & Skills:**
  - Prior experience planning/producing worship services
  - Experience designing and installing integrated AVL systems