**BLACK ROCK CHURCH**

**JOB DESCRIPTION**

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| **JOB TITLE:** *Worship* *Administrative and Production Assistant*  **JOB DESCRIPTION DATE:** 07/20/2019**JOB REPORTS TO:** *Director of Contemporary Music and Technology* **JOB CLASSIFICATION:** Full-Time \_\_\_\_\_\_ Part-Time \_\_X Volunteer \_\_\_\_\_ Temporary \_\_\_\_\_\_\_            |
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| **THE JOB:**The Worship *Administrative and Production Assistant* will play a key role as a part of the *Service Planning Team* by assisting the *Director of Contemporary Music and* the *Director of Video* with various administrative, communication, and pre-production tasks pertaining to the planning and executing of three weekly Sunday morning worship services as well as various other special events and services throughout the year. They will also lead the effort to develop and manage the tech team in practical, personal, and spiritual areas through ongoing recruitment and training and will actively direct the tech team and manage production details each Sunday morning and during special events and services.  **WHO WE’RE LOOKING FOR:*** Passion for the local church
* Desire to serve “behind the scenes” in an assisting and serving role
* Organization – ability to keep many production details moving forward at all times
* Experienced volunteer recruiter, mentor, and leader of teams
* Familiarity with worship services, concerts, and/or live production
* Basic understanding of worship music
* Basic understanding of audio/video software and technology and ability to quickly learn
* Reliability – committed to being the “first in and last out” on Sundays
* Associates Degree preferred

**THE WORK YOU’LL DO:*** Recruit, manage, & mentor worship and tech team members
* Sunday services – serve as *Floor Director*
* Sunday services - manage production team for *ProPresenter, ProVideo Player, camera operation, camera switching, Facebook hosts*, s*ound engineering and lighting operation -* “pinch hit” for many of these positions
* Select and input screen backgrounds
* Input announcement slides
* Acquire and input sermon slides
* Acquire and distribute sermon scripts
* Post Sunday AM services online
* Manage planning details for *Service Planning Team*
* Archive media
* Create and input song slides
* Purchase music & media
* Create and update chord charts, mp3s, and “Multitracks”
* Recruit and assimilate worship and tech team members by guiding them through the following processes
* Application process
* Audition process
* Serving & Assimilation process
* Serve as point of contact for special events (weddings, funerals, auditions, etc.)
* Assist *Director of Contemporary Music and* the *Director of Video*

*The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.***THE BIGGER TEAM YOU’LL JOIN:**Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.  At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.  |
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