



Production Associate Job Description

FLSA Status:	Exempt / Full Time	Schedule:	Sunday - Thursday
Reports to:	Production Director		
Direct Reports:	None		

Job Summary

The Production Associate will work with audio, video, and lighting systems for Hunter Street Baptist Church (HSBC), ensuring optimal setup and execution for events. This full-time role involves planning technical requirements, managing production timelines, collaborating with ministry areas, and coordinating the implementation of systems and processes to deliver high-quality experiences. With guidance from the Production Director, will also be responsible for training and working with volunteers, providing support to ensure successful operations during events.

Relational Expectations

- Cultivates a positive outlook on life and maintains a spirit of gratitude.
- Influences others for the church's best interests.
- Displays a servant's heart, with the accompanying attitude and cooperation, within all departments of the church.
- Professional in communication, timeliness, appearance, attention to detail, and follow-through.
- Faithful in making disciples who make disciples.

Essential Functions

- Support all technical aspects of the church's audio, video, and lighting systems—including maintenance and repair of systems.
- Administer systems and processes for event production support in collaboration and coordination with the media & communication team and other ministry areas.
- Collaborate with Production Director, Minister of Worship Arts, and the Senior Pastor to create high-quality worship experiences.
- Work with, train, and guide production volunteers.
- Work with production contractors and staff.

Qualifications and Skills

- Associate or bachelor's degree (in AVL production and/or technical systems preferred). Additional work experience may offset educational requirement on a year for year basis.
- 5 years of audio production experience with large audiences to include 2-3 years of experience in church production or a related field, with a deep understanding of video and lighting systems.
- Experience using DiGiCo, Allen & Heath systems preferred.
- Ability to communicate and work effectively with others to include staff and volunteers.

- Highly organized and detail-oriented with the ability to manage multiple tasks simultaneously.
- Understanding/ability to use project management software and other software used by Hunter Street Baptist Church and the media & communications team (ESpace, ClickUp, Adobe Suite, Planning Center Online, Microsoft Office).
- Proven ability to navigate complex situations, facilitate constructive dialogue, and reach mutually beneficial agreements through effective negotiation and conflict resolution skills.
- Flexibility and adaptability to work across multiple venues and varying schedules.
- Strong commitment to the mission, values, and goals of Hunter Street Baptist Church.

Work Conditions

- Standing for extended periods of time.
- Dexterity of hand and fingers to operate a computer keyboard, mouse, and to handle other computer components.
- Ability to lift 75 pounds on a regular basis.
- Ability to work flexible hours, including weekends and holidays, based on ministry needs.
- Ability to travel as needed.
- Ability to work under stress during peak workload periods.
- Ability to multitask making progress on multiple projects.
- Ability to set up and tear down for large events dealing with production equipment.
- Ability to work both indoors and occasionally outside in hot (summer) and cold (winter) environments for special events, etc.

Employee Acknowledgment

I acknowledge that I have read this job description, and I can/will perform all my job duties and responsibilities as listed in this job description. This job description reflects the church's assignment of essential functions and responsibilities. Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this job at any time. I understand the church reserves the right to revise this job description at any time.

Employee Signature

Date