

PRODUCTION ENGINEER JOB DESCRIPTION

Dept/Ministry: Valley Worship Etiwanda

Supervisor: Etiwanda Technical Director

Work Hours: Part Time 20 Hours a week

FSLA Status: Non-Exempt Hourly

UNIQUE ROLE

The Production Engineer will help assist the Technical Director in maintaining a high standard of quality for CCV Weekend Services. They will help with maintenance, installs, troubleshooting, systems design, programming, event production tech, stage building and general tech planning. They will also attend the appropriate staff meetings.

CORE COMPETENCIES NEEDED

- **Problem Solver:** A problem solver identifies concerns, problems or potential areas of concern in a timely and accurate manner and resolves them effectively.
- **Team Builder:** A team builder uses group skills and team building strategies to strengthen relationships among team members; improve motivation, communication, support and trust among team members; and inspire the team to maximize its potential and achieve its goals.
- **Owner/Operator:** An owner/operator takes full responsibility for the successful growth and execution of the experience in his/her area of ministry.
- **Stabilizer:** A stabilizer functions effectively under pressure and demonstrates optimism and persistence in the face of setbacks.
- **Subject Matter Expert:** A subject matter expert masters a discipline, body of knowledge or skill and applies his/her expertise to enhance individual and organizational effectiveness.

PRIMARY AREAS OF RESPONSIBILITY

Primary areas of responsibility include, but are not limited to the following:

- Assist the Technical Director in Weekend Service Production.
- Attend Team meetings.
- Help with the planning and execution of CCV production elements and systems.
- Helps with management and operations setup and teardown of audio, video and lighting systems to coordinate weekend experience event needs.
- Helps to manage teams of volunteers in multiple areas of production for various events.
- Directs audio for event by making independent decisions about sound levels, quality and tone.

- Directs lighting for events by making independent decisions about light levels, mood and atmosphere.
- Direct video for events by making independent decisions about video switching, slide creation, white balancing and broadcast quality.
- Produce graphics and exercise discretion in creating ProPresenter files and other media for presentation.
- Independently manage, test, install and repair audio, video, lighting systems.
- As a member of the Valley Worship Team, production engineers take part in creating and designing stage elements on a weekly basis for church attendees.
- Coordinate staff, contractors and volunteers regarding schedules and placement in AVL roles.
- Helps with the building of relationships with volunteers and provides spiritual oversight through relational ministry.
- Invest time and energy into personal development of technical skills.
- Available in technical emergency situations.

ONGOING EXPECTATIONS

- Live out CCV's Church strategy by engaging in a lifestyle of worship, community and serving.
- Live out the CCV Staff Values in relationships with other staff, congregation and community.
- Empower volunteer Team Members by developing an Ephesians 4:12 culture in your ministry areas resulting in a high level of engagement.
- Serve at CCV Holiday Events and Special Events (e.g. Easter, Christmas, etc.). This might mean a change in your weekly schedule so that no overtime occurs.
- Intentionally mentor and/or coach all volunteer Team Members towards increasing levels of responsibility and leadership.
- Establish Objective and Key Results (OKR's) for your ministry areas.
- Maintain a balanced work schedule, working with CCV HR Team to keep track of vacation days, sick days, days off, make-up days, personal days etc.
- Maintain flexible working schedule as determined by the needs of the ministry.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the "essential duties" satisfactorily.

- Self motivated, customer oriented, well organized, humble, team player.
- Ability to see a project from start to finish.
- Advanced knowledge of audio, video and lighting systems.
- Excited to continually learn and push technical boundaries.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Stand, sit, walk and stoop, kneel, crouch or crawl.
- Climb stairs
- Use hands/fingers: to handle or feel, operate, activate, use, prepare, inspect.

- Talk/hear: Communicate, detect, converse with, discern, convey, express oneself, exchange information.
- See: detect, determine, identify, recognize, judge, observe, inspect and estimate.
- The employee must frequently lift and/or move up to 50 pounds.
- Taste/Smell: Occasionally must be able to detect, distinguish and determine taste and/or smell during services and events.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a teammate encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moderate to loud noise in office. (i.e. office with computers, phone and printers, light traffic).
- Ability to work in a confined area as well as open space.
- Typical church environment large and small group gatherings that include loud music.
- On the road and in traffic while commuting to other campuses.

It is required that all CCV staff members are in agreement with the vision, values and doctrine of CCV and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook.

It is a privilege to serve the Lord in ministry at CCV. Those who serve God at CCV are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.