



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Production Assistant			
Reports to:	Director of Production and Systems Management	Effective:	5/3/2021
		Updated:	5/3/2021
Directly Supervises:	Production volunteer teams	Status:	P/T
		FLSA:	
Job Summary:			
Works with the Director of Production and Systems Management, and other team members in the same role, to provide high quality, efficient production services for all ministries of the church and its partners. These production services include, but are not limited to audio, video, lighting, print, technology and office services.			
Essential Functions:			
Multiple employees in a team environment hold this same position. Responsibilities will be shared across the team and cross training and coverage is required. The responsibilities include, but are not limited to:			
<ul style="list-style-type: none">• Operating office equipment such as copiers, printers and paper cutters to meet the needs of the ministries of the church as requested• Maintaining large amounts of inventory such as paper, envelopes, office materials• Coordinating incoming requests from all ministries and outside groups for projects relating to print, audio, visual, lighting, technology and events• Keeping public and team work areas and equipment organized, orderly, stocked and maintained to enable ministries to use as needed without notice• Data entry for audio and video podcasts• Producing graphics for use during events and worship services• Producing various media items for mailing including CDs, DVDs, Podcasts, brochures, cards, and more• Operating audio equipment, cameras, computers, tablets and other devices as requested for live events and worship services• Post-production video and audio work including editing and archiving			

Minimum Qualifications:

- Working knowledge of production equipment including copiers, printers, cameras, computers, sound boards, microphones and other gadgets
- Understanding of wireless technology with regard to projections and microphones
- Understanding of podcasts, streaming, capturing and archiving a large number of large files
- Quick and decisive problem solving skills
- Confidence in use of both Apple and PC platforms
- Adaptability to new software: Microsoft, Apple, Adobe, ProPresenter, and cloud file servers.

Physical Qualifications:

- Ability to lift heavy equipment, paper and cameras

Core Competencies:

- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.
- **Hospitality:** Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Disclaimer:

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.