

# OAKHILLS

## CHURCH

**Our Mission:** *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

**Our Values:**  
**Unity:** We seek to promote unity in the Body of Christ  
**Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.  
**Family:** We embrace the family as the core teaching and discipling center.  
**Inclusivity:** We invite all people to belong to Christ’s community regardless.  
**Every Believer a Minister:** We view every believer as a minister.  
**Prayer:** We seek God in all decisions through prayer.  
**Neighborhood:** We organize our efforts around neighborhoods.

<b>Job Title:</b>	<b>Campus Producer</b>	<b>Status:</b>	Part –Time (15 Hours)
<b>Department:</b>	Communication Arts – Production Arts	<b>FLSA:</b>	Non-Exempt
<b>Reports to:</b>	Central Support Production Director	<b>Job Class:</b>	Professional
<b>Direct Reports:</b>	Volunteer Production Team	<b>Minister:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Work Week:</b>	Weekend Services/Meetings as needed	<b>Driving:</b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

**I. Job Summary:**

Ensure campus’ weekend services are flowing smoothly, all the details are planned and communicated effectively, and team is engaged and growing.

**II. Primary Duties and Responsibilities:**

1. Assist the Worship & Production Director in leading, recruiting, and spiritually encouraging all production volunteers.
2. Serve as Service Producer during weekend services.
3. Coordinate stage setup.
4. Plan and schedule Production Team members for weekend services.
5. Prepare and quality check media and technological assets for weekend gatherings (audio board, media playlist, lighting console, etc.).
6. Attend weekly meeting with CS Production Director and Campus Producer team.
7. Contribute to planning and feedback meetings with Campus Minister, Worship & Production Director, and CA Teams regarding all necessary improvements and/or changes to the flow of the worship gathering.
8. Perform other duties as assigned by CS Production Director.

**III. Minimum Qualifications:**

1. High School or General Education Development (GED) certificate.
2. Two (2) years of experience in production and/or leading volunteer teams.

**IV. Knowledge and Abilities**

1. Knowledge of Planning Center Online and media software (ProPresenter).
2. Knowledge of digital audio (Yamaha M7), video, and lighting systems (Jands Vista).
3. Knowledge of organizational and project management principles.
4. Knowledge of computer software applications and programs.
5. Ability to multitask, work independently, follow direction with a high attention to detail.
6. Ability to communicate clearly and effectively through both verbal and written means.
7. Ability to establish and maintain effective working relationships with ministry volunteers.
8. Ability to perform all the physical, intellectual, and analytical requirements of the position.

**V. Physical Requirements and Working Conditions**

Occasional lifting/carrying up to 20 pounds; visual acuity, speech & hearing; hand/eye coordination and dexterity necessary to operate a computer. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions.

**VI. OHC Staff Expectations**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Attend Life with OHC and become an OHC member within six (6) months of employment.

**Revised: November 2016**