



CREATIVE ARTS & TECHNOLOGY

PRODUCTION ASSISTANT

Part-Time Position – 8 Hours *(Required Wednesday Evening & Sunday Morning)*

POSITION OVERVIEW

The Production Assistant serves as the right-hand assistant of the Technical Director in all areas of production as needed. This position requires flexibility and a willingness to do whatever needs to be done to ensure seamless production of the Sunday morning experience.

As a behind-the-scenes leader within the Creative Arts & Technology Team, the Production Assistant actively participates in production in support of the church's mission

RESPONSIBILITIES

- Assist in running the tech booth on Sunday mornings and Wednesday evening rehearsals.
- Tasks include: running slides in ProPresenter, controlling PTZ cameras for recording and livestream, controlling Black Magic Atem software for directing the livestream, and running the sound board.
- Maintain strict confidentiality and professionalism.
- Take direction, serve collaboratively, and support the overall ministry of Northside Church.
- Perform other duties as assigned.

QUALIFICATIONS

- Experience in a hands-on technical production role with leadership responsibilities; church or ministry experience preferred.
- Proficiency with ProPresenter.
- Strong troubleshooting skills and the ability to remain calm under pressure.
- Self-motivated with strong relational skills.
- Solid understanding of creative arts and technology best practices.
- General computer proficiency in both macOS and Windows environments.

REPORTING RELATIONSHIP

The Production Assistant reports directly to the **Technical Director**.