



Job Description

Position:	Production Support Specialist
Revised Date:	June 29, 2026
Reports To:	Director, Production
Employment Status:	Full Time
FLSA Status:	Exempt
Hourly Requirements:	40 Hours Per Week
Location:	Living Word, Red Lion, PA – On-site

Position Summary:

The Production Support Specialist serves Living Word by providing broad production and AVL support for worship services, events, and churchwide gatherings. Reporting to the Director of Production, this role helps extend the leadership, support capacity, and operational effectiveness helping ensure a high level of excellence, readiness, and technical reliability across Sunday services, rehearsals, special events, and building-wide production environments.

This position combines hands-on production support with staff and volunteers, planning, and operational follow-through. The Production Support Specialist supports the execution of live production needs, assists with AVL systems and environments, and partners with ministry teams to create distraction-free environments where people can encounter Jesus together.

Key Responsibilities:

Worship Services, Events, and Production Support

- Support the planning, preparation, and execution of Sunday worship services, rehearsals, and special events in alignment with the vision and direction of the Director of Production.
- Provide dependable production support before, during, and after services and events, including setup, troubleshooting, execution, and reset.
- Help create distraction-free ministry environments by ensuring worship venues and event spaces are prepared, technically ready, and well-supported.
- Contribute to a culture of excellence, consistency, teamwork, and a servant-hearted support across live production environments.
- Support Student Ministry AVL needs, including setup for programs and events and leading and training of tech teams.

AVL and Technical Support

- Provide hands-on support for audio, video, lighting, presentation, livestream, and related AVL systems across building-wide environments.
- Create dynamic and engaging lighting and visual environments that support the vision of Living Word.
- Troubleshoot technical issues and help maintain the functionality, organization, and ministry readiness of production systems, equipment, booths, and related spaces.
- Identify equipment, system, and support needs and communicate recommendations for maintenance, repair, replacement, or improvement.

Planning, Coordination, and Operational Readiness

- Assist with production planning for ministry events and churchwide gatherings by helping clarify needs, coordinate details, and ensure operational readiness.
- Maintain organized production spaces, storage areas, workflows, and documentation that support long-term ministry effectiveness.
- Continue strengthening collaborative relationships with staff and volunteers while providing flexible production support for conferences, seasonal events, celebrations of life, and other ministry opportunities.

Qualifications

- Bachelor's degree is preferred.
- Minimum of 3 years of experience in AVL, production management, live event production, or a related technical production role; church production experience preferred.
- Experience supporting technical production for worship services, live events, or similar environments requiring coordination of audio, video, lighting, and volunteer teams.
- Experience troubleshooting AVL systems and maintaining production.
- Strong working knowledge of AVL systems and production tools used in church or live-event environments. Proficiency with tools such as ProPresenter, digital sound consoles, lighting systems, and related production technology; familiarity with Planning Center is preferred.
- Vibrant, growing relationship with Jesus, marked by love for God's Word, people, and mission; has professed faith and been baptized.
- Maintains a healthy spiritual life through consistent spiritual practices.
- Demonstrates strong Christlike character and integrity.
- Demonstrates flexibility, composure, and problem-solving ability in live ministry environments.
- Fully aligned with and actively supports Living Word's beliefs, mission, vision, and values.
- Communicates clearly, relates well to others, and functions effectively as a team player.
- Strong troubleshooting, systems thinking, and problem-solving abilities.
- Strong organizational skills with high attention to detail and accuracy.
- Commitment to collaboration, and continuous improvement.
- Ability to manage multiple projects, priorities, and deadlines simultaneously.
- Leads relationally with wisdom and grace - shepherding others, pursuing growth, and handling conflict with truth and love.

Working Conditions and Physical Demands

This role regularly requires non-traditional hours, including weekends, evenings, and extended hours during major ministry seasons and special events. The role also requires the ability to stand for extended periods, lift and move equipment up to 50 pounds, work on ladders or lifts as needed, and function effectively in production environments with loud sound, low lighting, and other technical demands.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individual so classified.

Living Word expects all employees to work in accordance with the standards set forth in the LWCC staff handbook and policies document. Living Word retains the sole right to exercise all managerial functions set forth therein.