

Production & IT Assistant

Primary Area of Focus - Weekend Productions & IT Department

Updated - 08/02/2023

Employee Name - TBD

Rules of Engagement

- Maintain high attention to detail and execution of weekend services, core ministry events, and ministry aligned external events
- Respond within 24 hours to all correspondence in prioritizing Weekend Service Needs > Riv Core Ministries > External Events
- Maintain high attention to detail and value of organization

ROLES.	RESULTS. What does success look like?	RESPONSIBILITIES. What actions produce results?
1. Production Volunteer Coordinator	<ul style="list-style-type: none"> • Well equipped and trained volunteers to cover the lights, graphics, camera, video director, and weekend service producer production positions • Well-documented procedures for the operation of equipment and clear check lists of responsibilities for production positions • Planning Center is up to date with the appropriate service elements and production notes, and service orders are printed weekly 	<ul style="list-style-type: none"> • Assist in recruitment and training of production volunteers as needed • Follow-up with new people looking to get involved with production teams weekly • Work with venue production team leads to assess recruitment and training needs • Create and update quick reference manuals for all volunteer production positions • Attend weekly production meeting and update Planning Center service elements and production notes • Print service orders and place in venue bins every week by 3pm Friday
2. Production Systems Coordinator	<ul style="list-style-type: none"> • All audio, video, and lighting equipment is properly maintained, updated, and kept in good working order • Venues are properly equipped with necessary audio, video, and lighting equipment for weekend services and core ministries • Accurate accounting and inventory for all production equipment • Video recordings are backed up, and recording devices are loaded and ready for every weekend service • Stage, A/V booth, and backstage areas are tidy and setup for the weekend services 	<ul style="list-style-type: none"> • Oversee service of audio, video, and lighting equipment as needed, including necessary updates and upgrades • Oversee organization and tracking of regularly used equipment and cabling • Inventory new equipment when purchased • Confirm backups of service recording, erase SSD drives, and load into record decks every Friday morning • Format SD cards in broadcast cameras and reset tripod / controls every Friday • Pickup trash, tidy up stage areas, put away equipment, and clear backstage areas by the end of day every Friday
3. IT Help Desk	<ul style="list-style-type: none"> • IT tickets are resolved each week prioritizing items that hinder weekend services and limit employee job functions • Computer systems are up to date with the latest OS and security patches • Employees are equipped to perform basic operations of their computer systems 	<ul style="list-style-type: none"> • Respond to IT tickets and requests weekly • Perform software updates and system maintenance on computers not assigned to staff members • Assist with updates and maintenance on employee assigned devices • Perform network maintenance as needed • Provide support and training on basic OS and web browser functions

RIVERVIEW CHURCH MINISTRY ACTION PLAN

<p>4. AVL / IT Installer</p>	<ul style="list-style-type: none"> • New audio, video, and lighting systems are professionally installed and documented within deadlines determined by Tech Director • New IT systems are professionally installed and documented within deadlines determined by Tech Director 	<ul style="list-style-type: none"> • Work with Tech Director to determine scope and sequence of new equipment installation • Work with Tech Director to acquire necessary equipment for installation • Perform installation of equipment in a tidy and logical manner • Document how equipment is connected and the intended method of operation for equipment
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<p>GOALS (Specific/Measurable/Achievable/Relevant/Time-bound)</p>