

GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

Job Description

Job Title: **Technical Production Support | TERM: Paternity Leave Replacement**

Reports To: Director of Arts and Worship

Key working relationships:

- Communications Department
- Property Department
- Ministry staff
- Volunteers
- Linden Christian School

Job Summary:

As the **Technical Production Support** for Grant Memorial Baptist Church (GMBC), the incumbent will work as a member of the Worship Ministries Team.

The incumbent will oversee Worship Media Production, acting as producer for worship services. Responsibilities will include providing ongoing support to end users with technical support for audiovisual equipment, digital equipment, and software/hardware related to media production.

Time Requirements: Approximately 25 – 37.5 hour per week, depending on availability. General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required to meet the requirements of the position. Sunday is a regular work day.

Key Duties and Responsibilities:

Content:

The Technical Production Manager on leave will be working 9.25 hours per week and will be responsible to assign or direct the following and in consultation with the Worship Department, and the Communications Department:

- Create video content for weekend services, special events, and ministry opportunities.
- Ensure timely upload of services and other events.
- Create video content for web and similar platforms.
- Conceptualize, film and edit creative content.
- Be a part of the team creating marketing and development media/video/etc.
- Assist with content for digital displays.
- Develop and oversee live streaming of services and events.

Operations:

- Works with the Creative and Music Teams to plan, organize, and effectively execute quality weekend services and special events, providing technical and creative support to generate and deliver proper solutions for all multimedia use
- Works with Creative Team to design staging and set elements. Supervises and assists with set and stage construction and management.
- Oversees visiting productions and rentals including orienting guest speakers, bands, etc, to safety, technical characteristics and other areas of facility operations.
- Directs weekend service production rehearsals, in order to supervise and assist in the technical aspects of the live service.
- Act as on-duty Technical Director for services and events, or arranges and trains alternate support.
- Provide stage management throughout weekly activities.
- Provide ongoing AV support to end users including installation, maintenance, training, and end-user technical support/troubleshooting of hardware and software for all audiovisual equipment including LCD projectors, monitors, tv's, DVD players, overheads, cameras, sound equipment, etc.

Manage/Train:

- Schedule production teams weekly, creating agendas, tracking activities and action items, including follow-up reporting.
- Develop specifications, operating and trouble- shooting manuals and system procedures as needed to provide documentation for maintenance and training purposes for staff and volunteers.
- Provide training to school staff operating AV and related equipment.
- Participate in the Event Planning/booking process for the church and school (Service U).

Equipment:

- Monitor the condition of equipment including video gear, lighting, sound, and rigging equipment; arrange for the repair and replacement as needed.
- Develop and implement preventive maintenance on equipment, including inventory listings and maintenance records.
- Develop a planning process to identify future equipment upgrades, advancements, and installations.

Staff at Grant Memorial Baptist Church/Linden Christian School exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC/LCS
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Please send the following attachments to humanresources@grantmemorial.mb.ca or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8, Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC - Technical Production Support - TERM' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

Closing date: When position filled.