



Job Description: Service and Event Producers plan and produce weekend services, as well as other events as assigned.

Classification: Non-Exempt

Status: Full-time

Team: White Bear Lake Campus Team

Reports To: Campus Pastor - WBL

Work Schedule: 80% weekdays at CVL office; 20% special events

Knowledge, Skills, and Abilities:

- Bachelor's Degree in the arts, communication, or production preferred.
- Knowledge of live production; including music, teaching, and multimedia; with a passion for top quality production & excellence.
- Proven ability to lead & work with all levels of staff and volunteers.
- Strong administrative skills; detail oriented and organized.
- Proficiency with Microsoft Word and Excel
- Entry level proficiency in presentation software (Adobe Photoshop, Microsoft Photo Editor, etc.) preferred
- Effective interpersonal, verbal and written communication skills.
- Ability to multi-task and make decisions in a fast-paced environment.
- Strong team player who is enthusiastic and enjoys people.
- Strengths: Command, Responsibility, Adaptability
- Spiritual Gifts: Administration, Leadership

Overview of Job Duties (*this is a working list and may be adjusted at any time by your manager*):

- Participate in designing services and events.
 - Work with Worship Leader and Campus Pastor to create moments within worship time at assigned venue. This includes graphics, special music, room environment, etc.
 - Research creative elements for weekend service as needed.
 - Participate in creative planning teams as needed.
- Lead and manage the administrative process of services and events.
 - Synchronize all planned elements ensuring relevancy and excellence (video integration, unique elements at video venues, etc.)
 - Serve as the link between creative team and production team; staying in tight communication leading up to the service/event.
 - Ensure completeness and distribution of packets & service details.



- Create music and message slides.
- Plan for props, site supplies, service flow, and staging, and collaborate with tech team to ensure seamless transitions throughout the flow of the service.
- Think through how the live plan will transfer to a video venue and own the changes that may need to be made (*Video Venue specific*).
- Produce assigned services and events:
 - Provide leadership and direction to the technical team (both staff and volunteer). This includes ensuring all team members have arrived, leading pre- and post-service team meetings & calling production cues and service elements.
 - Identify and initiate any changes that need to be made (i.e., service order, cutting elements, etc.). Involve Campus Pastor, Executive Producer and Speaker when necessary and thoroughly communicate any changes (technical team, ushers, prayer team, etc.).
 - Provide feedback to live venue on any service disconnects (*Video Venue specific*).

Relationships:

- Reports to Campus Pastor - WBL
- Takes direction from Central Weekend Team/Weekend Service Director
- Works closely with Campus Worship Pastor, Campus Technical Director, Campus Production Manager and other producers.
- When Producing, takes direction from Campus Pastor and/or Executive Producer
- Works effectively with staff and volunteers at all levels of organization