

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Lighting Associate

Department: Production

Recruited By: Director of Production

Reports To: Director of Production and Loop Production Director

Location: Loop

Status: Full Time Exempt

Proposed Employment Category: IV

Purpose: HFBC Production exists to provide top-quality, above and beyond service to our church community through a partnership with all its ministries; to prepare, maintain, support and seamlessly integrate the technologies of audio, lighting, video, and graphic presentations, that equip and enhance the outreach and mission of HFBC to the world. We strive to work together, serving often in different capacities simultaneously, to set the stage of opportunity so God's Spirit can interact without distraction or hinderance, so that one more might cross the line of faith and grow in dependence upon the Lord.

Summary of Position: The Lighting Associate is responsible for designing, programming, and operating the lighting and LED Wall systems during worship services and special events to create a visually impactful atmosphere that enhances the worship experience by managing lighting equipment, training volunteer lighting operators, all while aligning with the church's vision and values.

Duties and Responsibilities:

- Consistently improve all aspects of Lighting at HFBC Loop and all campuses (equipment upgrades, improving processes and procedures, troubleshooting, Inventory management, project management).
- Assist the Director of Production and Loop Production Director with developing policies, procedures, for maintaining and operating all lighting systems in all our fixed venues as well as off-site events.
- Consult with and work with the Director of Production, and other Production Associates in developing all lighting systems and standards across all campuses.
- Build, recruiting, train, and manage a team of volunteer lighting operators.
- Lighting Director for weekly worship services and special events at the Loop campus along with multisite campuses. Occasionally serve as audio engineer or Live Video Director and other production areas as needed.
- Perform preventative maintenance of all Lighting equipment and infrastructure around the HFBC landscape. Audio and video as needed.
- Attend planning meetings regarding worship services or special events.
- Step in as a video tech, audio technician, administrator, mentor, and other tasks determined by the Director of Production and Loop Production Director when needed.
- Assist all other ministries with Production needs.
- Assist in stewarding the Production budget, ensuring funds are used appropriately and staying within budget.
- Communication with the Director of Production regarding repair/maintenance/rentals and purchases.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor at any time.

Skills Requirements: Select all that apply

- Language skills
- Math skills
- Reasoning ability
- PC skills: Windows MAC MS Office MS Outlook MS Excel
- Other: Proficiency with Asana, Planning Center, ProPresenter, Microsoft and Google Suite
- Other: Fundamentals knowledge of GrandMA2, GrandMA3, PVP, Resolumen, Video Content Creation
- Administration
- Service to others
- Teacher/Leader
- Good Communication skills
- Team builder
- Self-disciplined
- Servant leader
- Decision maker
- Strong work ethic
- Empathy for ministry partners
- Attention to detail

Education and/or Experience: Select all that apply

- College graduate preferred
- Administrative Experience
- Personnel Management
- Church Staff experience preferred

Organizational Relationships: Reports to: Director of Production

Working Conditions: Select all that apply

- 40-hour work week
- Additional hours as needed
- Occasional off campus activities
- Continuing Education
- Specialized training
- Occasional travel
- Other: Weekend availability

Prepared By: Jonathan Olmos

Title: Director of Production

Date Prepared or Revised: May 7, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name