

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Production Associate

Department: Production

Recruited By: Director of Production and Worship Director **Reports To:** Worship Ministry Director

Location: Sienna

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 Production Associate will collaborate with the Worship Director for oversight of all live production aspects at the Sienna Campus. The Production Associate will provide shared direction for all full-time and part-time Production employees for worship services, conferences, and events. At times this position will include duties as an audio tech, lighting tech, video tech, mentor, and other tasks as determined by the Worship Director when required.

Duties and Responsibilities:

- Serve as Audio Engineer for weekly worship services at the Sienna campus. Occasionally as a video, lighting and graphics tech as needed.
- Assist in leading Production tasks for all assigned services and events.
- Assist in improving all aspects of Production at the Sienna campus (equipment upgrades, improving processes and procedures, troubleshooting, Inventory management, project management).
- Assist the Worship Director with developing policies, procedures, and teams for maintaining and operating all Production systems in all our fixed venues as well as off-site events.
- Assist in ongoing recruiting and training of production staff consisting of both volunteers and paid staff.
- Preventative maintenance of all Production equipment and infrastructure at HFBC Sienna.
- Step in as a video tech, lighting tech, audio technician, administrator, mentor, and other tasks as determined by the Worship Ministry Director when required.
- Create, maintain and oversee weekly production team schedule for both paid staff and volunteers.
- Communicate with vendors regarding repair, maintenance, rentals and purchases.
- Communicate with and determine needs of outside groups using the facility.
- Assist all other ministries with Production needs.
- Assist in stewarding the Production budget, ensuring funds are used appropriately and staying within budget.
- Meet weekly with the Worship Ministry Director for service planning and production needs.

- Edit and upload weekly online content.

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: Mac Windows MS Office MS Outlook MS Excel

Other: Proficiency with Asana, Planning Center, ProPresenter, Microsoft, Google Suite and Ableton; working knowledge of Yamaha, L acoustics, black magic, and GrandMa3.

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: Worship Ministry Director

Working Conditions:

40 hour work week Additional hours as needed Occasional off campus activities

Continuing Education Specialized training Occasional travel

Other: Weekend availability

Prepared By: Matthew Savage

Title: Minister of Campus Development

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