

Route 252 Technical Assistant

Part-time

SUMMARY OF RESPONSIBILITIES

The Route 252 Technical Assistant assists with planning and coordinating the production elements for the Route 252 environment during the weekend services and other KidzWorld events. This role includes reviewing and editing scripts and the creation and implementation of media elements.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Coordinates and plans the production elements for the weekend services in Route 252. Creates and implements slides, videos, handouts, and other media elements into the service by using Adobe Suite software (includes Photoshop, Premiere Pro, Illustrator, etc.) (app. 35%)
- Assists with various tech roles such as ProPresenter, lights, and camera operator during all but one of the weekend services. Assists with other roles as needed (small group leader, greeter, etc.) (app. 40%)
- Assists with the Big Idea Experience productions and events. This includes performing for live and taped shows and other scheduled productions throughout the year. (app. 5%)
- Assists in planning and coordinating the production elements for KidzWorld camp, JumpStart, FX, Christmas Eve services, and other special events. Includes running production practices, scheduling talent, reviewing and editing of curriculum scripts, the creation or implementation of slides, handouts or other media elements into the service. (app. 10%)
- Assists the Senior Administrative Pastor during special events for KidzWorld. Includes additional services during holidays, special events, Baby Dedication, Jump Start and camp activities. (app. 10%)
- These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.

EXPERIENCE

- A minimum of one year of experience in a children's ministry environment.

REQUIRED SKILLS

- Communication and coordination skills
- Basic knowledge of computers and video creation/editing techniques
- Basic knowledge of Adobe Suites software
- Ability to learn new software
- Positive temperament, dependability, and professionalism.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting and standing, lifting, carrying, pushing, pulling; some stooping, kneeling, crouching, handling. Hearing and near vision.
- Must be able to lift 25-35 pounds.

WORKING CONDITIONS

- 95% inside, 5% outside