

## **Riverside Community Church Position Description**

### **Producer – Special Events** [Part-time / Non-Exempt]

**Purpose:** Conduct the setup, production, and execution of all AVL needs for special events at all Riverside campuses.

**Background:** This team member must have relevant experience and demonstrate competence to execute the successful production Special Events at all Riverside campuses.

#### **Major Responsibilities and Key Result Areas:**

All responsibilities are specific to Pre-Scheduled Special Events:

##### **1. Setup**

- Turn on all systems.
- Create ProPresenter assets, and load any needed elements.
- Connect and adjust lighting system.
- Set up and engineer the audio system to a high-quality, service-ready sound.
- Help event coordinators and pastors with last-minute AVL preparations.

##### **2. Produce**

- Produce a good technical flow for the service.
- Troubleshoot or work around any technical problems that occur during events.

#### **Education and Experience:**

Being a continuous, life-long learner is a “must have.”

Proficiency in both Apple and Microsoft Office platforms with a high degree of competence with audio, video, and lighting systems and programs will be needed. A natural aptitude to keep up with changes in technology is essential.

## **Requirements:**

### Character and Commitments

- A passionate Christ-follower with character and integrity.
- Actively support the mission and vision of RCC.
- A self-starter and collaborative team player.
- Consistent lifestyle and proven track record of generosity.
- High ability to handle confidential information.
- Committed to excellence.
- Flexible, teachable, and reliable.

### Leadership Abilities

- Models Christ-like servant leadership.
- Capacity to recruit, equip, and lead volunteers.
- Excellent time-management skills with the ability to meet deadlines.

*In summary, serving in this role as the Producer - Special Events, you'll serve by example, modeling the standard in spiritual growth and principles, including the church's and staff's values – using your gifts, you'll execute your duties with excellence. And you'll have a blast doing it!*

## **Organizational Relationships:**

Collaborative teamwork and mutual accountability are vital to the staff culture. The Producer – Special Events is selected by the Creative Arts Pastors (in consultation with the Lead Pastor), and shall be directly accountable to the Creative Arts Pastors.