



RENAISSANCE
CHURCH

Production Assistant

Job Description

(part-time, 20 hrs/wk)

Position Overview

The Production Assistant is a part-time position responsible for executing tasks to increase the Creative Team's efficiency and capacity. This position reports to the Technical Director, Josh Dyke, and responsibilities will vary depending on experience in media and production (must demonstrate expertise in at least one area of production: sound, video, or lighting).

Qualifications

- Experience in one or more areas of live production: audio, video, lighting
- Availability on Sunday morning + two or more weekdays
- Excellent communication skills
- Ability to work in a fast-paced environment
- Must be able to lift at least 50 lbs.
- Must be in agreement with the beliefs of Renaissance Church and possess a desire to support the mission and vision.

Key Responsibilities

Sunday Worship

- Assist the Technical Director in equipment and stage preparation
- Ensure all stage and production areas are kept clean and organized
- Facilitate mid-week stage resets and preparations for special events or rehearsals
- Perform weekly tech walk-through (battery prep, cable runs, dusting lights)
- Manage the production supplies inventory (ordering and stocking)
- Assist in the onboarding and basic training of new production volunteers
- Schedule Production Team volunteers for services
- Provide oversight or execution of Sunday operator roles (audio, video, lighting)

Ministry Events

- Assist the Technical Director in audio, visual, lighting preparation, setup, and breakdown
- Provide support for events as assigned by the Technical Director

Video Projects

- Assist in Film projects (interviews, events, and services)
- Edit and upload Sunday messages and worship content
- Manage all media storage, transfers, and archival

Other IT Duties

- Assist in computer and device-related setup and troubleshooting
- Manage software and firmware updates
- Assist in assigning building access codes to staff and volunteers

Please email your resumé to Glory DeSimone at glory@renchurch.com.