

JOB DESCRIPTION

POST TITLE	Production Technician (Church)
DEPARTMENT	Production
TEAM	Operations and Management Support
RESPONSIBLE TO	Production Manager
RESPONSIBLE FOR	No supervisory responsibility.
WORKING HOURS	40 hours a week. <ul style="list-style-type: none">• 40 hours per week (not including a daily 1 hour unpaid lunch break) to be worked from Monday to Friday, including evenings, as required to cover the production needs of the church.• A minimum of 2 Sundays in 4 working 6 hours. Time off to be given during the week when hours worked on a Sunday.• Additional hours will be required as and when. These additional hours will be paid on a timesheet basis
SALARY	Circa. £28,000
LOCATION	Peterborough May include occasional Sundays at one of the other KingsGate centres. (Peterborough, Cambridge, Leicester or London).

JOB PURPOSE

To provide technical support to all KingsGate centres; creatively contributing to Sunday services and special events, providing AV support to a variety of church events in the Peterborough building and maintaining and providing technical equipment to all KingsGate centres.

KEY ACTIVITY

1. To be the first point of contact for church production requirements.
2. Prepare and engineer church events in any of the KingsGate centres, as scheduled by the Production Manager, including Sunday services, celebration services and weekly staff meetings.
3. Provide creative input into lighting, set design, sound design and / or TV production for Sunday services and special events, dependant on previous experience.
4. To provide a key role in the delivery of production for special church events such as Christmas and Easter celebration services and other key Sundays.
5. To meet with the Production Manager and Technical Manager on a weekly basis to review previous weekend services, implement actions and update Production Manager in advance of the following weekend.
6. To lead a volunteer production team in Peterborough, dependant on experience and expertise.
7. Provide on-the job training to volunteers, interns and colleagues as needed, in your specialist area and support the Production Manager in providing training in other areas.
8. Be responsible for loading media onto devices for all multisite church events and services using Planning Centre Online.
9. Undertake any technical work related to church, and at times conferences, as directed by the Production Manager or Technical Manager.
10. Monitor church equipment bookings and resource allocations to ensure events are prepared and delivered to a high standard.
11. Prepare and check equipment leaving and returning to the KingsGate building from external events / centres.
12. Transport equipment to external events as and when required.
13. Provide first-line maintenance support for all relevant technical equipment, fixtures and fittings.
14. Be responsible for carrying out planned maintenance and responding to reports of faulty equipment for all Auditorium and equipment located at other KingsGate centres. Update asset database log.

15. Organise annual testing and ensure that all KingsGate production equipment is safe to use.
16. Ensure all equipment is stored safely and is accessible to others as required.
17. Maintain inventory and asset databases. Adding new equipment as it is purchased.
18. Adhere to all applicable regulations, policies, and procedures for health, safety, and environmental compliance. Ensure volunteers, freelancers, visiting contractors and technical companies follow applicable health and safety procedures.
19. **Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.**
20. **Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.**
21. **Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.**
22. **Demonstrate a commitment to safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking basic safeguarding training and ensuring any incident is reported immediately.**
23. **Support your manager in identifying, assessing and managing potential risks involved in work activities and processes.**
24. **Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive.**
25. **Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.**
26. **Comply with health and safety requirements.**
27. **Adhere to the vision and values of KingsGate.**

28. Perform any other tasks that may arise from time to time which are appropriate to this level of post.

All staff members at KingsGate have the activities shown in bold included within their job description.

This job description was reviewed by the Production Manager in December 2019.