

# Job Description

Job profile	
Job title	<b>Production Technician</b>
Reports to	Worship Pastor
Principle Location	St Peter's Church
Travel required	Minimal
Full-time / Part-time	Part time – 3 days per week
Salary	£15,600 PA (£26,000 PRO RATA)
DBS check required	To be confirmed
Special conditions of employment	None
Date written/updated	7 <sup>th</sup> April 2025

## Role context

The vision for St Peter's Brighton is the (re)evangelisation of the nations and the transformation of society and the revitalisation of the Church. Each member of staff plays a key role in contributing to our vision. Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture.

We are looking for a highly motivated and passionate individual, eager to work in a dynamic environment with a strong can-do attitude to join our team as Production Technician.

## Role purpose

The Production Technician will be responsible for overseeing the technical production for services and events requiring support with audio, video, streaming & lighting needs - a background of live sound engineering is preferred. There will be a key focus on raising volunteers to carry out much of the day-to-day duties and more as we seek to support the wide and varied offering that the church needs. The role requires technical understanding and practical experience operating event production systems, with experience in A/V of both large seasonal events and live services. For events, the goal is to provide a seamless experience to all involved (ministry heads, guests, and volunteers), as well as to establish an efficient and reliable technical environment. In this role you'll work with internal teams and volunteers on a daily and weekly basis.

## Key responsibilities

### RESPONSIBILITIES:

- Deliver technical production support for all Sunday services and events at St Peter's through the Reach Recruit Raise and Release Model of Volunteer Team.
- Work within the technical production team and lead the volunteer team at St Peter's including recruitment, building and training the team.
- Coordinate a team of volunteer technicians and allocate tasks effectively for the successful completion of an event.
- Carry out roles as required for services and events across the church, with a particular focus on operation of Sound, Video and Lighting systems throughout the venue.

- Provide technical solutions and support to the wider team and assist in the hands-on delivery of services/events.
- Where required operate event production equipment including but not limited to audio desk, lighting desk, vision mixer and cameras / operation.
- Oversee the day-to-day housekeeping and maintenance of a hi-tech worship venue.
- Work with leadership and teams who might not be technically minded in pre-production to explain the capabilities of the space and go over best practice to ensure the event is a success.
- Work with event production team to provide feedback on possible enhancements and improvements.
- Participate in creative team brainstorming sessions.
- Identify new and alternative ways of approaching technical production offering.
- Comply and enforce all building and industry Health & Safety procedures

#### Role Scope

Budget management (where relevant)	Oversight of the Production maintenance budget with Worship Pastor. CapEx recommendation / consult
People management	Production Volunteer Team
Key relationships – internal	Worship Pastor, Sunday Service Coordinator, Associate Vicar,
Key relationships – external	Family of churches, Contractors

#### Essential and desirable skills, knowledge and experience required for the job

##### **Essential**

- Experience within the technical event production environment with knowledge of live event sound, video & lighting systems
- Experience of live sound engineering
- Understanding of audio-visual technologies and advancements including lighting, rigging and power
- Ability to manage well and maintain an efficient and user-friendly technical storage system and all areas.
- Excellent communication and customer service skills are a must to build and maintain relationships
- Ability to prioritise while adhering to critical project timelines in a fast-paced environment
- Experience managing day-to-day changes with a high level of detail
- Volunteer management
- Time management

##### **Desirable**

- Sense of humour and fun
- Understanding of TCP/IP networking
- Understanding of different audio and video protocols and codecs
- Budget management

#### Working environment

We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious and professional and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of variety. We aim for a 'can do' environment where innovation and creativity is encouraged alongside serving others. Staff community is warm and engaging with lifelong relationships being built.

#### Work expectations

- Part-Time 3-days per week. Sunday plus two other days to be agreed in advanced with Line Manager as the work requires and reviewed as necessary. 25 days holiday (pro-rata) plus bank holidays per annum
- The role will need to be available to work key dates such as weekends away, evenings and key events should there be a need
- The role holder must be available to work at a selection of key events at St Peter's which include Christmas services, Easter services and possibly Annual Parochial Church meetings when required and ad hoc Sundays
- Available to work at Focus (the church long weekend away in the summer, one week duration) and Summit conference.
- Attend Tuesday morning staff meeting.
- Attend Thursday evening rehearsals.
- Attend any necessary department meetings (worship core meetings & line manager 1:1)