



JOB DESCRIPTION

Title	Production Assistant
Reports to	Worship Pastor
Supervises	Volunteers
Hours/Days	16 hours (flexible days)
Salary	£20-23,000 pro rata (depending on experience)
DBS required?	No
Location	City Centre – St Nicholas Bristol

Role context	At St Nicholas Bristol our vision is to play our part in the evangelisation of the Nation, the revitalisation of the church and the transformation of society. We want to create spaces for young people to explore faith, encounter Jesus and follow wherever He leads. Each member of our team plays a vital role in making our vision a reality. As a Christian organisation our faith is an integral part of our working culture.
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Working Environment	As a church plant, we will seek to develop our staff culture together. We will respect and value our colleagues, encourage and affirm often, challenge when necessary, supporting always. We aim for our staff community to be fun, warm and engaging, with lifelong friendships being built.
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Role purpose	The purpose of this role is to assist the Worship pastor to deliver exemplary Audio and Visual standards for all events and services both onsite and live streamed.
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Responsibilities	<ul style="list-style-type: none">- Exemplary AV standards – developing the sound and visual experience of services and events both onsite and live streamed.- Maintaining and developing all AV equipment on all sites and locations.- Building, training and motivating a large team of volunteers to run and manage all services and events.- Developing systems and protocols for equipment usage to train other staff and volunteer teams.- Ensuring the development of technical skills and other professional relationships to inform and advise on production plans going forward including larger projects.
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	<ul style="list-style-type: none">- Ensuring all staff team are up to date with production systems and processes as appropriate.
Skills	<p>Essential:</p> <ul style="list-style-type: none">- Experience in live streaming, sound engineering, recording techniques, video production, networking and AV installation.- Self-starter able to work on own initiative, to identify problems and find solutions quickly- Practical and able to learn new skills as required- Good with people and strong interpersonal skills- Able to prioritize and manage competing demands- Computer literate and experienced with Microsoft Office packages (e.g., Word, Excel, Email)- Polite, confident and servant hearted- Ability to follow exact instructions in a timely manner from the Vicar- Proficient in executing the vision of the church- Excellent communication skills both written and oral- Excellent organisational skills with a high attention to detail- Trustworthy, able to deal with highly confidential situations and information <p>Desirable:</p> <ul style="list-style-type: none">- Practical experience in working or volunteering in a church- Experience of budget management
Work Expectations	<ul style="list-style-type: none">- 16 hours per week between Sunday and Thursday including Tuesday Mornings for staff meeting.- 22 days holiday pro rata plus three days over Christmas- 3-month probationary period- The role holder will need to be available to work key dates and events e.g. Christmas services, Easter services and Church meetings when required (which may include evenings)- Available to work at Focus (the church holiday in the summer, one week duration)- It is expected that staff members will be active members of St Nicholas including Sunday services and small groups.

Bristol CCRC Trust welcomes and encourages applications from BAME background candidates. All candidates must be in possession of the right to work in the UK before applying for this role.