

POSITION DESCRIPTION (ATTACHMENT A):

Position Title:	Campus Production Oversight
Award / Title:	Broadcasting & Recorded Entertainment Award 2010 / Senior Technician
Department / Dept Head:	Creative / [name]
Responsible To:	[name]
Type of Position: Pastoral <input type="checkbox"/> Non Pastoral <input checked="" type="checkbox"/>	Status: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Intern <input type="checkbox"/> Fixed Term <input type="checkbox"/> Hours per Week: 38

Summary of Position: This role is broken up into 2 main functions. One being responsible for the co-ordination of weekend services by managing technical requirements and expectations, the other as primarily overseeing all aspects of audio, lighting, staging and related items in the campus. This is achieved through rostering, supervising, and co-ordinating training efforts to see a raised standard as well as consistency across the board.

Position Relationships: Indicate by attaching an Organisational Chart

Key Result Areas	Description
1. Audio, Lighting and Creative Design Oversight - Weekend Services	Responsible for the overall outcome in relation to audio, lighting and creative design for weekend services. This is achieved primarily - but not exclusively - through oversight of the teams that mix, engineer and setup/pack-down for services for services. Also will be required to assist our key team of audio engineers to help develop and establish a standard for how services "sound". Duties involved include the setting up and adjusting of equipment such as microphones, and operation of sound mixing consoles and associated equipment to regulate volume and sound in support of television, radio, film, or video productions, or stage performances.
2. Technical Training	Facilitate technical training. This is achieved through identifying training needs, training operators in the equipment used as well as fundamental production training which will include development of relationships with our senior Audio and Lighting Engineers who can operate mix, and help further develop the staff and volunteer base.
3. Operations Manager	Seek direction from and work with the Creative Campus Oversight and liaise with Events team in order to identify and co-ordinate technical requirements for weekend services. This also includes overseeing the rostering of ancillary crew (assists, comms, etc) to support rostered operators. Oversee teams that roster and make mid-week services happen.
4. Volunteers Development	Oversee the recruitment, development and training of our volunteer base. Create systems that facilitate the recruitment of volunteers and makes it easy and not difficult for people to be become involved in Production teams.
5. Production Systems	Oversee production systems, develop documentation as well as coordinate system maintenance
6. Community	Develop Community and Team Culture: lead in creating an atmosphere that is welcoming and inclusive of new recruits. Establish a feeling of community and belonging to the broader team and cultivate long term investment from our existing volunteer and student base (where appropriate).

Additional tasks and responsibilities may be assigned by your Department Head as required from time to time.

GENERAL POSITION REQUIREMENTS

1. General Responsibilities

You, the employee must:

- a. Devote the whole of your time, attention and skill during normal business hours, and at other times as reasonably necessary, to your duties;
- b. Faithfully and diligently perform the duties and exercise the powers consistent with your position as assigned to you from time to time;
- c. Comply with all lawful directions given to you by any person duly authorised from time to time;
- d. Use your best endeavors to promote and enhance the interests, welfare, business, growth and reputation of the Church;
- e. At all times act to a high standard of professional behaviour;
- f. Not act, or be seen to be acting, in conflict with the best interests of the Church;

2. Character and Personal Qualifications

Being a staff member of Hillsong Church, the following are necessary:

- a. Relationship & commitment to Jesus Christ;
- b. Total commitment to Hillsong Church and its vision;
- c. Total commitment and loyalty to the leadership of Hillsong Church, and ability to work in a team environment;
- d. Spiritual maturity consisting of a pleasant, forgiving, non-judgmental, but assertive manner.
- e. Initiative.
- f. Confidentiality.
- g. Ability to work under pressure and remain calm.
- h. Ability to meet deadlines (may involve working outside normal hours).
- i. Ability to communicate effectively with all levels of team, members of congregation and general public.

SKILL AND EDUCATIONAL REQUIREMENTS

Previous experience in the audio and lighting industry with an established high skill set able to be demonstrated as a Manager.

ONGOING VISION

Hillsong Church with its broad vision will continue to grow and expand. Anyone accepting any staff role must understand that “ongoing change” will always be part of this church, and therefore must be flexible, open to challenge & willing to move and grow with that ongoing vision.