

**YORBA LINDA FRIENDS CHURCH
WEEKEND PRODUCER/SERVICE DIRECTOR
FULL TIME**

JOB PURPOSE

To serve Friends Church by designing, producing and directing weekend services and special events for the Yorba Linda campus.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Support and execute the creative direction for weekend service planning and overall production, participating in all creative and production meetings.
- Lead and Direct weekend services, making sure all weekend teams are coordinated and communicated with. Lead weekend pre-service meetings with all teams, communicating service order, individual responsibilities
- Assist and support the Weekend Production Team (Sound, Lighting, Live Video, ProPresenter, Tech, Service Directors, creative artists, etc.).
- Support and enforce the Friends Church “brand” across all live, broadcast and recorded experiences.
- Support the vision and goals of the Creative Communications Team by supporting creative direction, creative service elements and experiences (communion, baptisms, media elements, etc.), pre and post service experiences, as well as stage, media and lighting design.
- Provide support to Media Director to ensure “on-brand” experiences for all media and graphic elements used in service.
- Develop and facilitate the implementation of the deliberate apprenticeship program with service directors, hosts, tech volunteers and creative artists.
- Supervise the scheduling of tech volunteers, Men In Black, hosts, service directors and paid staff for all services and special events. Coordinate with Weekend Managers, Ushers and Special Events Team as needed.
- Support other departments as needed as it relates to service production and creative direction and production.
- Partner with appropriate staff and volunteer leaders in carrying out the ministry of the church.
- Attend staff meetings, retreats, and conferences; keep current in related field.
- Cooperate with the Creative Communications Team Lead by performing any other related duties when assigned or requested.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are active full time attendees of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE:

Bachelors degree in music; minimum of five years experience preferred.

KNOWLEDGE AND SKILLS

SKILLS: Strong proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Sibelius, Pro Tools, Ableton Live and the Internet. Good verbal, written and interpersonal communications skills. Effective time management, organizational, leadership and multi-tasking skills. Must be confidential, flexible, accurate and have good follow-up skills.

ABILITY: Ability to comprehend written and oral information and to express written and oral information. Ability to order information and exhibit both deductive and inductive reasoning skills.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.