



SCHEDULE "A"

Job Title	Production Assistant
Department	Worship Ministry
Location	Prince of Wales Campus
Band/Salary Range	D/\$20/Hour/780 Hrs/Year
HR Contact	Caitie Clarke cclarke@metbiblechurch.ca
Will Train Applicant(s)	Yes
Track	Operations
Supervisor	Production Manager
Travel Required	No
Position Type	Part-time
Date Posted	
Posting Expires	
Send cover letter & resume to	employment@metbiblechurch.ca

Position Summary

The Production Assistant plays a vital role in creating a smooth and engaging worship experience by supporting the technical production of church services. This includes audio, video, livestream, lighting, and presentation support under the guidance of the Worship Director or Media Team Leader.

Reporting Relationship

Reports to the Production Manager

Experience and education

Qualifications

- Basic understanding of audio mixing, video equipment, or livestream software (training available).
- Willingness to learn and follow instructions.
- Ability to troubleshoot under pressure and maintain a calm demeanor.
- Punctual, reliable, and able to work collaboratively.
- A heart for worship ministry and serving others.

Other

- Must be a member Metropolitan Bible Church or able to complete the membership process within six months of joining.



Relational Style

- Respectful, approachable, cooperative, and trustworthy—consistently reflecting The Met’s vision and values.
- Demonstrated ability to build rapport with volunteers and lead teams with encouragement and clarity.
- Able to collaborate across multiple departments and balance competing priorities with grace.
- Skilled at managing and prioritizing multiple projects and deadlines effectively.
- Proactive in identifying challenges and navigating bottlenecks before they escalate.
- Exercises sound judgment and mediation skills in interpersonal and team dynamics.
- Self-motivated, with a proven ability to inspire and mobilize others toward shared goals.

Role and Responsibilities

- Operate and/or assist with setup and teardown of audio-visual (A/V) systems including microphones, speakers, projectors, and cameras.
- Support livestreaming operations using platforms such as AJA Helo Plus, as for streaming on YouTube
- Lead/Train Volunteers serving in Production
- Monitor and troubleshoot sound levels and visual output during services.
- Assist with video recording, editing, and archiving of worship services if needed.
- Coordinate with worship leaders and volunteers to ensure all tech needs are met for the weekend service
- Help maintain, update and organize tech equipment and supplies.

Work Environment

- Fast-paced, highly collaborative, and purpose-driven.

Additional Notes

- Please advise us of any accessibility-related accommodation in your cover letter (or email).
- This job description is subject to change or revision at any time during employment. By accepting an offer of employment, the employee acknowledges and agrees to this condition.



SCHEDULE “B”

DOCUMENTS AVAILABLE ON <https://www.metbiblechurch.ca/member-resources>

1. Metropolitan Bible Church Ministry Corporation Bylaw May 26, 2024
2. Metropolitan Bible Church Property Corporation Bylaw May 26, 2024
3. Personnel Manual (available upon acceptance)