CityChurch Contract Position Description

Operations

Position Title: Live Production Assistant
Date: October 2026
Reports To: Kemmon Gull
Job Status: Contract, Limited Term
Classification: Contract Support

Primary Objective: To support and enable the AVL Production processes, roles and capabilities across CityChurch and its events; promoting growth, best-practices and helping to build strong staff/contractor/volunteer teams serving in these areas.

Key Job Responsibilities include:

- Provide AVL production support for activities and events throughout CityChurch organization
- Complete projects to maintain, implement and improve AVL systems needed to produce live events
- Recruit, train, schedule, and support volunteers/contractors in live production roles for success
- Train in and execute role of Service Director as scheduled
- Assist in the development of strategic plans for AVL systems, architectures and processes
- Attend and participate in various meetings to support strategic objectives
- Administrative duties as assigned
- Help develop metrics and goals that provide visibility into progress and inform data-driven decisions
- Help team stay within budget and in the black

These duties are not exclusive and with consideration of your job requirements and other skills, the job description can be added to or taken away from at the discretion of your immediate supervisor.

Supervisory Responsibilities:

- None

Position Specific Competencies:

- Self-motivated and flexible
- Strong written and oral communication skills
- Excellent relational skills
- Excellent computer experience & knowledge (Word, Excel, Pages, etc)
- Excellent leadership skills demonstrating the ability to lead others in effective and honoring ways
- Knowledgeable of AVL technologies
- Knowledge of AVL production methodologies and practices