

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Job Title: Production Associate

Department: Production

Recruited By: Director of Production

Reports To: Director of Production and Loop Production Director

Location: Loop

Status: Full Time Exempt

Proposed Employment Category: IV

Purpose: HFBC Production exists to provide top-quality, above and beyond service to our church community through a partnership with all its ministries; to prepare, maintain, support and seamlessly integrate the technologies of audio, lighting, video, and graphic presentations, that equip and enhance the outreach and mission of HFBC to the world. We strive to work together, serving often in different capacities simultaneously, to set the stage of opportunity so God's Spirit can interact without distraction or hinderance, so that one more might cross the line of faith and grow in dependence upon the Lord.

Summary of Position: The Production Associate is a cross-functional member of the Production Team who supports the planning, execution, operation, maintenance, and continual improvement of production systems and ministry events across all Houston's First Baptist Church Campuses. This position is expected to serve wherever needed to ensure excellent execution of worship services and ministry events while supporting the mission and standards of the Production Department.

Duties and Responsibilities:

Key Duties, Skills, and Responsibilities as listed but are not limited to:

Key Duties

- Execute production responsibilities for all assigned services and events.
- Consistently improve all aspects of Production at HFBC campuses (equipment upgrades, improving processes and procedures, troubleshooting, Inventory management, project management).
- Assist the Director of Production and Loop Production Director with developing policies, procedures, and teams for maintaining and operating all Production systems in all our fixed venues as well as off-site events.
- Work collaboratively with the Director of Production, Loop Production Director and other Production Associates in developing all systems and standards across all campuses.
- Assist with developing volunteers across all live production disciplines (audio, lighting, and video)
- Serve in a variety of live production roles as needed to support events across all HFBC campuses.
- Preventative maintenance of all Production equipment and infrastructure around the HFBC landscape.
- Assist all other ministries with Production needs.
- Assist on other tasks as determined by the Director of Production or Loop Production Director when required.
- Communicate promptly with ministry partners and team members

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor at any time.

Skills Requirements: Select all that apply

☒ Language skills ☒ Math skills ☒ Reasoning ability

PC skills: ☒ Windows ☒ MS Office ☒ MS Outlook ☒ MS Excel

☒ Other: Proficiency with Asana, Planning Center, ProPresenter, Microsoft and Google Suite. Working knowledge of Yamaha, BlackMagic, GrandMa3 and live production equipment.

☒ Administration ☒ Service to others ☒ Teacher/Leader

☒ Good Communication skills ☒ Team builder ☒ Self-disciplined

☒ Servant leader ☒ Decision maker ☒ Strong work ethic

☒ Empathy for ministry partners ☒ Attention to detail

Education and/or Experience: Select all that apply

☒ College graduate preferred ☒ Administrative Experience ☒ Personnel Management

☒ Church Staff experience preferred

Organizational Relationships: Reports to: Director of Production and Loop Production Director

Working Conditions:

☒ 40 hour work week ☒ Additional hours as needed ☒ Occasional off campus activities

☒ Continuing Education ☒ Specialized training ☒ Occasional travel

☒ Other: Weekend availability

Prepared By: Jonathan Olmos

Title: Director of Production

Date Prepared or Revised: July 15, 2026

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name