



Production Assistant Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

JOB TITLE: Production Assistant

DEPARTMENT: Production

REPORTS TO: Technical Director

FLSA STATUS: Non-Exempt

TIME REQUIREMENTS: Full Time

CLASSIFICATION: Non-Ministerial Role

STAFF MISSION STATEMENT: Inspiring and equipping every Member to live a life of full devotion to Christ.

POSITION SUMMARY: Responsible for supporting the production staff with administrative tasks. This includes scheduling event planning meetings, scheduling volunteers, submitting invoices, coordinating meals, managing calendars, documenting meetings, and some data tracking.

ESSENTIAL SKILLS & EXPERIENCE:

- Experience in administrative tasks, multi-tasking, and event planning
- Excellent organizational and planning skills, detail-oriented, conscientious, and thorough
- Proficiency, experience, and/or competency in Microsoft Excel and other computer applications

POSITION RESPONSIBILITIES:

1. Event scheduling for all production and communicator roles (staff and volunteer) for primary auditorium events in Planning Center Services
2. Calendar management for Production Directors, Technical Director, and Creative Director
3. Proactively schedule all event production meetings
4. Take notes during event-related and Production team meetings. Follow up with reminders for action items
5. Primary contact for general inquiries through email, phone, and web communication channels
6. Coordinate new volunteer assimilation. (Primary contact. Receive applications. Schedule first time serve and follow up with ministry assignment.) Track process in Planning Center and Rock RMS
7. Coordinate facility reservations and food orders with vendors for staff meetings
8. Green Room hospitality. Own the tidiness and organization of the Auditorium Green Room space. Keep it beautiful down to the cutlery
9. Administrative support as needed
10. Event participation and support as needed
11. General Watermark staff required activities (expense reporting, front desk duty, meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

DIRECT REPORTS: N/A

MARKERS OF AN IDEAL CANDIDATE:

- Passion for providing administrative support to directors and managing multiple organizational tasks
- Eager to streamline processes and create new solutions to administrative problems on our team
- Pleasant disposition (laughs at our jokes), high-capacity, dependable, flexible, and servant-hearted
- Clear understanding of the importance of administration in the overall mission of Watermark Production