



Job Description

TITLE: Production Assistant	SUPERVISOR: Technical Director
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PURPOSE STATEMENT:
This position is responsible for completing and assisting with A/V Production projects.

RESPONSIBILITIES:
<ul style="list-style-type: none">● Effectively work with the Tech Director to complete equipment & production installs.● Assist with, the setup and teardown of the lights section for the Christmas Experience.● Must prepare resources and tools needed for each project.● Work in conjunction with the volunteers and other staff when additional help is required, as well as be independently motivated to work alone, depending on the project needs.● Work collaboratively with the Tech Director to plan projects and timelines, taking direction, and following through on projects.

WORK SCHEDULE:
Part time position, as needed basis, averaging 8-16 hours per week. Flexible working hours, on a preplanned and discussed basis. Busy periods include Additional hours may be necessary for special events.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:
<ul style="list-style-type: none">● Previous experience with A/V Tech, Production, and Design, is preferred.● Basic knowledge of power tools and construction resources.● Possess the ability to work effectively in a fast-paced environment.● Be ready to change plans when the demand or need is altered.● Must be able to lift up to 50 lbs.● Comfortable with heights up to and potentially exceeding 65 ft (boom lift).