



# Audio and Production Assistant

## Job Description

First Baptist Church  
Montgomery, AL

**Summary:** The Audio and Production Assistant at First Baptist Church is a full-time position responsible for all audio and technical aspects of the church worship services and special events. They will also ensure worship services and special events operate efficiently and effectively to amplify the Gospel at First Baptist Church. This individual will be highly motivated, willing to learn, and work well in collaboration with ministerial staff and the congregation. The Audio and Production Assistant is responsible to the Senior Pastor and Broadcast Director in collaboration with the Minister of Music. Resumes can be submitted to Pastor Mark Bethea (mbethea@montgomeryfbc.org).

### I. Congregational and Staff Relationship:

- A. Exhibit care and concern for all ministries and programs of First Baptist Church, Montgomery.
- B. Coordinate actions with other ministers and office staff as appropriate and as a cooperative and encouraging teammate.
- C. Love the Lord, love His people, and work accordingly!

### II. Primary Responsibilities:

- A. Primary audio operator for worship services and other events in the Main Sanctuary, Fellowship Hall, and Stakely Sanctuary.
- B. Assist other ministries in audio needs for events and weekly programming. Ensure ministries have audio equipment running at peak efficiency and effectiveness, troubleshoot issues, and train volunteers in those ministries.
- C. Responsible for all set-up and takedown of audio equipment for Sunday worship and other events.
- D. Oversee the lay audio operation team for all church events. Provide ongoing training and encouragement for lay audio and broadcast team members.
- E. Regularly check all equipment including weekly troubleshooting of any problem areas. Maintain an inventory of all equipment the church utilizes.
- F. Load ProPresenter with appropriate slides, videos, lyrics, and graphics for services and events. Coordinate with other ministries to ensure accuracy.
- G. Load and maintain Planning Center software with the correct lighting cues, sound needs, worship elements, and times to be accurate for planning meetings, broadcast crews, volunteers, and staff.
- H. In collaboration with the Minister of Music and Broadcast Director, ensure correct lighting and explore appropriate lighting design for events and services.
- I. Be ultimately responsible for any production needs for worship services and special events.
- J. Available for weddings, funerals, special events, etc. When it is not possible to be in place, will help coordinate a member of the lay audio operator team to be present and prepared.
- K. Assist in production video and audio edits of services as needed.

### III. Other Responsibilities:

- A. Model servant leadership and Christ-honoring churchmanship.
- B. Attend weekly church staff meetings and worship planning meetings (and other special staff meetings as needed).
- C. Perform other duties when requested by the Senior Pastor.