



JOB DESCRIPTION

WEEKEND EXPERIENCE PRODUCER | EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Weekend Experience Producer

EFFECTIVE/REVISED: Revised May 2024

DEPARTMENT: Creative Arts

REPORTS TO: Executive Director Of Creative Arts

LOCATION: Central Campus [specify: _____]

CATEGORY:

<input type="checkbox"/> EXECUTIVE	<input checked="" type="checkbox"/> DIRECTOR	STAFF
<input type="checkbox"/> PASTOR	<input type="checkbox"/> MINISTER EXEMPT	NON-MINISTER

OTHER _____

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	<input type="checkbox"/> WEEKLY HOURS
<input checked="" type="checkbox"/> EXEMPT	<input type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-EXEMPT

Eastside’s unofficial motto is “This Is For Everyone.” Eastside’s mission is to Pursue God, Build Community, and Unleash Compassion. If you’re looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership and is intentional about promoting a healthy staff culture, then Eastside might be the place for you.

As a Weekend Experience Producer, you play a crucial role in creating an engaging and memorable experience for our church community across all campuses. You will work closely with the Creative Arts team to ensure that all elements of the weekend experience are executed flawlessly. This includes coordinating with volunteer teams, managing timelines, and troubleshooting any issues that may arise. A strong faith in God and a passion for creating an environment where people can connect are essential for this role. Your attention to detail and organization will be invaluable as you work to bring the vision of Eastside to life each week.

01. Summary of Position:

The Weekend Experience Producer is responsible for the development and implementation of all Weekend Experience Assets and lobby experience for all campuses as well as the point person for information and communication to the Creative Arts team leads, Senior Pastor and Executive Director of Creative Arts. The Weekend Experience Producer will be the primary on site producer for all Anaheim weekend experience needs.

02. Supervisory Responsibilities:

- Directly supervises staff video team and video contractors within the Creative Arts department for all Weekend Experience assets
- Leads seasonal volunteer teams within the Creative Arts department for the lobby and special event experiences
- Carries out supervisory responsibilities in accordance with Eastside's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees/interns; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees/interns; addressing complaints and resolving problems

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03. Duties and Responsibilities:

- Works with Exec Director of Creative Arts, Production Director, Worship Pastor to support moments within weekend services
- Owns and details out the weekly Planning Center flow from a Central team standpoint, as well as the Anaheim campus PCO flow
- Gatekeeper of all visual content for services - videos, graphics, slides, sermon notes, motion backgrounds, etc.
- Bring creative input in collaboration with all teams
- Participate in creative planning teams, communications meetings, video-related meetings, weekly production meetings and series debriefs
- Serve as the link between the creative teams, production team & teaching team; staying in tight communication leading up to the service/event
- Plan for props, site supplies, service flow, staging and collaboration with production team to ensure seamless transitions throughout the flow of the service.
- Produce weekend services in Anaheim - serve as main point of contact for Senior Pastor, Service Director, Worship Leaders, Production Director to ensure high communication and excellent quality
- Attend and take active role in final content check during the week
- Attend and take active role in service run-through on Saturday afternoons
- Act as point person for guest speakers as needed
- Assist Executive Director of Creative Arts in carrying out vision and initiating any changes to services
- Manages project elements including timelines, budgets, personnel and other resources required to complete a project on time and within budgets
- Lead in a peer to peer environment to ensure each department delivers service elements on time and within the given vision for a service
- Participate in the creative development of projects and deliverables
- Owns and Manages PCO from a "central" programming standpoint, as well as the Anaheim campus
- Ideates and leads Build Team to deliver lobby experience for special weekends including Photo Ops for Christmas, Easter, Mother's Day, Father's Day, etc.
- Communicate agendas, timelines and details to all weekend experience teams
- Manage Weekend assets, obtaining Creative Director & Production Director final approvals
- Communicate service debrief bullet points to all campus leads after Saturday night services in Anaheim
- Perform other Eastside responsibilities as assigned by supervisor

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

04. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and

others

- Must be a devoted member of Eastside Christian Church, having been baptized by immersion, a regular commitment to Eastside Generosity, attending worship services with family and participating in small groups
- 2+ years experience in leading a creative team at a church of 1000 or more or equivalent creative environment
- Strong storytelling and visual artistic instincts
- Multi-site experience preferred
- Ability to lead team leaders in their own personal, spiritual and technical development
- Ability to recruit, train, deploy, and lead volunteers
- Strengths of being self-motivated, detailed, organized, and a problem solver
- Strong written/oral communication and interpersonal skills
- Drive to pursue excellence

05. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend First Step at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Strives to live a life that is consistent with Eastside Staff Values
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position's supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Executive Leadership Team.
- During non-business hours he or she should be available for emergency work
- Other duties assigned

01. Extent of Personal Contact:

- Routine contact with Senior Pastor, Executive Director of Creative Arts, staff and volunteers
- Collaboration with video, production, worship, and communications departments
- Participation with church congregation

02. Physical Demands & Work Environment:

- Setting up, carrying and operating video, staging or production equipment when needed with the ability to lift 50 pounds while standing
- Must be able to drive own vehicle or an Eastside vehicle
- Must be willing to travel to all Eastside campuses when needed
- Be available to work most weekends

The signatures below indicate that this Job Description is agreed to by the parties below..

Supervisor

Staff Member

Date