

ROLE DESCRIPTION

Role:	Production Assistant ¹
Overall purpose:	To provide administrative oversight and support for Sunday gatherings and communication between service planners and participants.
Hours:	8-12 per week (ideally being available three Sundays out of four for support if required).
Team membership:	Volunteer role.
Line managed by:	Steve Cosslett (temporarily)

Key Responsibilities

Current responsibilities during restricted gatherings:

- On a Monday meet with Andy and Steve (and sometimes the Worship Leader) when they plan services two weeks ahead and confirm the details of the up-and-coming Sunday.
 - During and subsequent to that meeting, ensure that:
 - Planning Centre Online (PCO) is up to date (order and songs).
 - Names of participants, including readers and those praying, are on PCO.
 - Any videos that are needed for the service are uploaded.
- Checking licensing agreements for the use of songs in online services in partnership with the Governance Trustee overseeing licensing.
- Logging song usage to the relevant license holders i.e. CCLI.
- Admin support for Production meetings (scheduling meetings, agendas, other resources, room bookings etc). These include:
 - Creative Planning Team (liaise with Judith Baker)
 - Worship Leaders' meetings (liaise with Andy Hickford)
 - Tech Team meetings (liaise with Steve Cayley)

¹ Definition of Production – Sunday gatherings are not a production or a show like you would find at the theatre. Our gatherings have a much more profound role to play. We're not trying to entertain or be 'professional' - we want there to be informality. We are seeking to create an experience where the people can meet Jesus, be transformed by the Holy Spirit, and allow room for God's Word to bring comfort and challenge.

- Oversee the Sunday rota. Check all positions are accepted in PCO and arrange a replacement if needed. These include:
 - Preachers (organised by the Core Team)
 - Presenters (liaise with Steve Cosslett)
 - Live chat hosts and pray-ers (liaise with Judith Baker)
 - Those delivering the family slot (liaise with Steve Cosslett)
 - Worship Leader (who will choose songs normally) (liaise with Andy Hickford)
 - Musicians (when they are able to gather)
 - Tech Team (liaise with Steve Cayley)
- When necessary (in partnership with Jan Warren), arrange organists and/or bands for funerals and weddings.

Additional Responsibilities when we gather again:

- Manage the task of compiling the music folders and copies of large song words. A knowledge of music would be desirable, but not essential to the role.
- Completing the musician rota on a 2-month or quarterly basis, including the Worship Leader.
- Ensure keys of music arrangements on PCO (including the files within PCO) match the hard copy music and set up new song files when needed.
- When it is a Communion week check that leaders, and help arranged, is in place.
- Admin support for Music Nights (scheduling meetings, agendas, other resources, room bookings etc).
- Admin support for seasonal services and events.
- Sending communications to the Production Team from the Core Team.

Questions about the role? Please contact Steve Cosslett (steve.cosslett@uptonvale.org.uk) for an informal chat.

Closing date: 14 May 2021