



Production Associate

Reports to: Associate Pastor, Gatherings

Last Updated: July 2026

PRIMARY PURPOSE

The Production Associate plays a critical role in facilitating distraction-free environments where people can encounter God's presence. This position is responsible for maintaining stage setups, executing weekend live production roles, processing weekly media assets, and keeping gear in top working condition.

Working closely with the Production Director and volunteer team, the Production Associate helps ensure high production values across both physical services/events and online broadcast channels.

Character Commitments

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in regular, ongoing accountability and spiritual community.
3. Post-secondary education in a related field is considered an asset.
4. A collaborative, humble team player who is eager to grow, receives feedback well, and gives themselves sacrificially to the people and task at hand.
5. Believes that God is at work through Global Kingdom Ministries and is committed to bringing their very best to that work.

Primary Responsibilities

- **Stage Maintenance & Setup:** Perform post-event tear-down and reset, and conduct ongoing stage maintenance. Accurately set up stage configurations according to provided stage plots and patch lists.
- **Media Processing & Publishing:** Edit, tag, format, and upload weekly sermon audio/video content to the website and designated media platforms in a timely manner.
- **Live Event Production:** Serve in live production roles—including video directing, camera operation, lighting control, or sound engineering—tailored to individual strengths and applicant expertise.

- Gear & Inventory Management: Maintain gear inventory, conduct routine maintenance checks, organize production spaces, and troubleshoot technical equipment issues.

Secondary Responsibilities

- Social Media and video production: Assist in capturing, editing, and preparing weekly social media clips and assets from live events.
- Team Administration & Training: Support team scheduling, administrative tasks, and the training/onboarding of production volunteers and team members.

What Success Looks Like

- The Gatherings staff and volunteers are supported for their roles on Sundays.
- Equipment is maintained, with regular repairs and planned upgrades.
- Stage set-up is efficient and accurate, per plots and patch lists.

This role description is not exhaustive and may evolve with the needs of the organization.

Essential Duty: Safely lift, carry, and position stage risers, decks, and production gear weighing up to 50 lbs unassisted (and over 50 lbs via team lift or using material handling equipment) with or without reasonable accommodation.

Qualifications

- Solid understanding of basic audio, video, lighting, and stage production language, terminology, and signal flow.
- Ability to read, interpret, and execute stage plots and patch lists accurately.
- Strong organizational skills with the ability to manage time effectively within a 20-hour work week.
- Knowledge of Dante, Klang, Shure Wireless Workbench, BlackMagic Design ecosystem and multitrack recording software is considered an asset.

Expectations

- Hours: 20 hours per week (Sundays and Saturdays)
 - Includes set-up for Sundays after events (Saturday evenings after strike, or Sunday Mornings, before soundcheck)
 - Opportunity for additional income through 12Fifty-managed Events.

To Apply:

Please submit a resume, cover letter and three references to jobs@globalkingdom.ca.

Applications will be reviewed on a rolling basis until the position is filled.