

# SUPPORT AND DEVELOPMENT

# WEEKEND PRODUCER

REPORTS TO: EXECUTIVE CREATIVE PASTOR  
RELATES CLOSELY WITH: EXPERIENCE TEAM  
PROVIDES OVERSIGHT TO: INTERNS AS NEEDED  
CLASSIFICATION: FULL-TIME // SALARY  
WORK DAYS: SUNDAY - THURSDAY

The weekend producer is an integral part of our experience team. Our experience team is responsible for programming our weekend services at Flatirons Community Church and campuses.. This role will assist the experience team in the execution of weekend services both in preparation and weekend execution. This role will be central to communication between weekend planning and other ministries within Flatirons Community Church. They will also assist teaching team in preparing messages, illustrations, props for weekend teaching. Lastly, the Weekend Producer will assist the experience team in planning excellent weekend services that promote the vision of Flatirons Community Church, bringing the awesome life of Christ to a lost and broken world.

## PERSONAL QUALIFICATIONS

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Is a relational team-player.
- Uses humor to connect with people.
- Teachable and coachable (asks great questions)
- Quick (and life-long) learner
- Highly organized, structured, and able to manage multiple projects at one time
- Proactive and forward thinking
- Creative thinking and problem solving

## PRIMARY RESPONSIBILITIES

- Oversee Planning Center global service program
- Communicate to weekend stakeholders service details and responsibilities
- Keeper of program details, service schedules, weekend updates and changes
- Work independently, as well as part of a team, to establish weekend deliverables
- Contribute to Experience Team brainstorming
- Purchasing and/or locating props or illustration assets for teaching team
- Assist Broadcast/Online team when needed
- Communicate with ministry leaders and stakeholders details for weekend services
- Fill out creative requests for weekend services and experience team needs
- Be present and available during office hours
- Communicate (text / email / phone) with key people with clarity and in a timely manner
- General administration skills

## OTHER RESPONSIBILITIES

- Work with creative and production team on special projects
- Help raise the bar through creating an excellent environment in weekend planning
- Administration assistance to Executive Creative Pastor

