

Hope Community Church Job Description



Job Title: Music Producer

Role for:

Reports to: Worship Director

FLSA:

Role Summary

The Music Producer (MP) is responsible for coordinating and preparing all music needs within the worship department. This role is also a key component in helping create an environment of musical creativity and diversity, helping produce weekend experiences to keep them fresh and lively. The Music Producer will be responsible for maintaining the Hope Studio space and all audio engineering needs. MP will also coordinate and manage key worship team members.

Primary Duties/Responsibilities:

- Development and installation of Ableton Sessions for weekend experiences and non-weekend church activities requiring worship
- Independently creating and developing of new arrangements for songs
- Consistent training of staff and key volunteers of Ableton software to ensure competency across all campuses
- Creation and maintenance of chord charts (chord and Nashville # System) for all songs performed at HCC
- Assist in the ongoing development of Hope Music, worship, and music repertoire
- Creation and maintenance of PCO resources for worship department
- Assist with development of seamless musical transitions programmed in Ableton Live
- Purchasing of MP3s, Multitracks, and necessary revisions to reflect HCC arrangements
- Play for weekend experiences at Hope Community Church (HCC) campuses
- Assist in the managing, developing and training of key worship team members, shepherding and helping build a healthy culture across all campuses
- Meet regularly with the Worship Director for the purpose of ongoing personal, professional, and spiritual/ministry development
- Meet regularly with worship team volunteers to build rapport, trust, and healthy culture
- Availability for all Holiday services (Easter, Christmas, etc.)
- Attend all Hope All-Staff meetings, Worship Team departmental meetings, Weekend Programming meetings, Worship Team gatherings, and worship-specific events
- Affirm and support the statement of faith and goals of HCC along with Budget responsibilities

Non-Essential Duties/Responsibilities:

- Assist team covering other support and production needs for HCC campuses as needed
- Collaboration with worship staff with regards to original music production, songwriting, etc.
- Assist the Green Room/backstage/onstage area at assigned campus, keeping areas clean, tidy, and accommodating
- Other miscellaneous functions as requested by the Worship Director

Skills and Abilities:

- Strong, growing faith in Jesus Christ
- Mature Christian character
- Gifted musician and band leader – passionate about more than simply playing songs but about helping create an environment for the Spirit of God to move through music
- Evangelistic – has a heart to see people come to know Christ and cares for them regardless of where they are in their faith journey

- Culture creator – champions the vision, mission, and values of HCC by creating an environment cultivating an attitude of “get to” rather than “got to.”
- Strong commitment to personal growth
- Attention to detail
- Competent with Planning Center Online, Ableton Live, Logic Pro, and Microsoft Office
- Derives satisfaction from serving as a team player
- Team-building and shepherding skills

Education and Experience:

- A Bachelor’s degree or equivalent experience preferred
- 3-4 years’ experience leading and organizing large bands and worship teams
- 3-4 years’ experience working in a multi-site church

Physical Requirements of this role:

- Occasional lifting or moving heavy materials in demanding work positions
- Ability to lift 75 lbs. on a regular basis with heavier amounts being lifted as needed
- Regularly required to sit or stand, reach, and move about Hope facilities and mobile campuses
- Lift, reach, and move materials and boxes onto shelves sometimes above the shoulders
- Driving, traveling

Employee Signature

Date

Supervisor Signature

Date