



## Production Engineer

This post is responsible for the effective provision of production at our London Centre and Ordinand residential, ensuring smooth operation of all aspects of audio-visual for teaching, worship and events, maintenance and development of equipment and technical resources.

St Mellitus College (SMC) is one of the leading theological training colleges in the world, seeking to provide innovative theological education and training for those called to serve Christ in the church and the world. Our vision is to see theologically confident and committed followers of Jesus in every church. We are a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate, and postgraduate levels is vibrant and rigorous.

We welcome and encourage applications from a diverse range of candidates.

### **EXPECTATIONS**

All operations staff are expected to engage in four primary areas which should be exhibited in their delivery of key tasks and responsibilities and in their own personal qualities and character. Engagement in each of these areas may take a number of different forms dependent on the individual, their experience, areas of expertise, and personal and professional development.

<b>Commitment to Operational Excellence</b>	We are ambitious in our pursuit of operational excellence, offering high quality administrative functions and support which enables and enhances the delivery of all aspects of college life. We aspire to be efficient, productive, precise, and dedicated, striving to provide the best possible operational functions across all aspects of college life. This includes being proactive in our approach to tasks and delivery, innovating where appropriate, with a personal drive and self-motivation to improve, invest in and develop skills and knowledge, setting stretching goals for responsibilities within our role and teams (where applicable).
<b>Commitment to the Team</b>	We are committed to supporting the team with a sense of personal responsibility for its overall success. We strive to have strong relational foundations, enabling the flourishing of others and are proactive in our approach to collaboration and communication. We adopt a servanthood approach, are generous with our time and skills and consider the impact on others in all that we are and do.
<b>Commitment to Formation</b>	We believe all Christians should be investing in the formation of Christ-like character, formed by the Holy Spirit. We are committed to growing in Christ-likeness, where we have an openness to developing our understanding of who we are and who we are becoming. We want to be receptive to feedback and model a willingness to admit and learn from our mistakes. We strive to be attentive to our own spiritual growth and our personal development in areas of self-awareness, self-management, our understanding of others, and our ability to resolve conflict constructively and build healthy relationships.
<b>Commitment to the Vision</b>	We are committed to seeing theologically confident and committed followers of Jesus in every church and are ambassadors for the vision, values, and work of the college. We are prayerful and have a passion for the College's mission and seek to celebrate and accelerate it to the best of our ability through our contribution in our roles and in the team. We seek to participate fully in the wider life of the college through times of prayer and worship and in our engagement with students in order to deepen our connection with the vision.

## KEY TASKS

- Maintaining and developing the production at our London Centre, and supporting our East Midlands, South West, with their production needs.
- Point of contact with HTB Production Team
- Oversee the setup, operation, and troubleshooting of sound systems, lighting, and projection equipment, in liaison with the HTB Production team.
- Manage and operate audio-visual equipment during London Monday and London Tuesday teaching days and events, including acting as onsite technical support.
- Book freelance production for Beginning Theology (8-week terms)
- Supervise and delegate tasks to the HTB Junior Production Engineer during London Monday teaching days.
- Manage and operate all production at Offsite College residential – (four weekends and one week annually) and Teaching Weeks (twice annually at London Centre) throughout the year.
- Timely, professional and efficient communication with staff and students related to production and audiovisual requirements for worship, teaching, events and meetings with responsibility for ensuring appropriate planning for delivery to a high standard
- Collaborate with worship leaders and the London Centre Coordinator to ensure seamless integration of multimedia elements into College teaching days.
- Create a recording schedule for dispersed learning.
- Edit audio and video recordings
- Maintain and update equipment inventory, ensuring all gear is in good working condition.
- Participate in sound checks and rehearsals to fine-tune audio levels and lighting cues for teaching and events.
- Support production needs at SMC Staff Meetings, as required.
- Stay updated on emerging audio-visual technologies and recommend upgrades when necessary.
- Maintain and develop relationships with key stakeholders, e.g., HTB Production, lecturers, staff, students.
- Ensure Communications and Fundraising Manager and wider leadership are kept apprised of developments and activities related to production

## Other Responsibilities

- Undertaking such other duties appropriate to the post as may be assigned by the Head of Communications or Communications Manager as required
- Playing a full part in the College's wider operations team including:
  - Helping with hospitality of students on teaching days and teaching weeks by serving during coffee or meal times
  - Work at ordinand residential or other college events as required for which time off in lieu / flexi-time will be arranged where relevant
  - Providing general office support as a shared responsibility of operation team members
  - Work in connection with the wider operations team on supporting SMC-related activities, general administrative duties, special projects, and other tasks, as required
- Attending all meetings of the local and wider St Mellitus College staff, annual staff retreat, key staff gatherings and college events, and HTB Group Staff Meetings
- General administrative duties and other tasks, as required by Leadership.
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent)

This list is not exhaustive and additional duties may be needed as deemed appropriate by management.

## KEY COMPETENCIES

### Essential:

- Experience and competency in using and understanding sound, vision and lighting desks
- Experience mixing sound in a live environment
- Understanding of Christian worship, music and church styles
- A committed and professional approach to resourcing our dispersed learning and assisting other centres.
- Knowledge of live stream.

- Knowledge and experience of Adobe Audition for editing purposes.
- Customer service driven – a servanthood approach.
- Ability to prioritise and co-ordinate work loads
- Flexible, reliable, and proactive team player
- Customer service driven – a servanthood approach
- A committed and professional approach to helping build the Centre
- Excellent people and telephone skills
- Good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint, and Excel.
- Flexible, reliable self-starter who is able to collaborate and work well with others.
- Support of St Mellitus College's mission to 'provide innovative theological education and training for those called to serve Christ in the church and the world.'
- Support for the training of men and women alongside each other for ordained, licensed lay and wider ministry.
- Support of St Mellitus College's commitment to 'provide training that represents a generous Christian orthodoxy and that trains ordinands in such a way that all mainstream traditions of the Church have proper recognition and provision within the training'.

## **WORKING ENVIRONMENT**

The College is dedicated to providing theology in the context of worship, unity and mission, all of which helps Christians explore their faith more deeply. We are outward-looking, prayerful and striving for excellence in everything we do. We seek to be professional at all times, taking God seriously but not ourselves.

St Mellitus College is a place of hope and commitment to the gospel borne out of a new vision for theological training and formation, and out of a spirit of partnership. The College is enriched by the quality and diversity of the students and staff in our community, coming from widely different church cultures and traditions but who nevertheless are all sharing and learning together. We are passionate about the formation of Christian character and unity in the church. The college is characterised by Generous Orthodoxy which seeks to respect, celebrate, and bring together different traditions in the church. The College is an exciting and challenging place to work, where innovation and creativity is encouraged. The staff community is warm and engaging with lifelong relationships being built.

## **JOB REQUIREMENTS and BENEFITS:**

- This is a part-time (0.5fte) position.
  - Working Hours:
    - Mondays: 8am – 5.30pm.
    - Tuesdays 1-9pm.
    - Thursday half day.
    - 10 days of Teaching Weeks (two weeks per year).
    - Four residential weekends throughout the year and one residential week (some travel required)
- The employer will be St Paul's Theological Centre (SPTC), a constituent part of St Mellitus College and part of the HTB Group.
- 25 days holiday per annum (pro rata): please note term times, holidays will usually be granted around these and/or half-terms. The holiday year runs January-December.
- The post will be based at our London Centre. While the contractual workplace will be at the St Mellitus College teaching centre, staff are given the opportunity to deliver their roles through a combination of onsite and remote working on an informal arrangement with a minimum of two days per week in the office. Some limited UK based travel may be required.

# Experience St Mellitus College



**Watch our video**

[stmellitus.ac.uk](http://stmellitus.ac.uk)

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