

Production Coordinator

Part-time

SUMMARY OF RESPONSIBILITIES

The Production Coordinator assists with technical tasks throughout the campus. Assists with live production of various venues during the weekend services as well as special events. The incumbent will also work with producers and production volunteers during weekend services.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

ESSENTIAL DUTIES

- Assists with production tasks and new initiatives throughout the campus including audio, video, lighting maintenance and stage changes as well as developing a detailed knowledge of all campus equipment. (app. 40%)
- Operates the various production equipment needed including powering on, setting up, testing, troubleshooting, and shutting down the equipment in the assigned venue per service. (app. 25%)
- Assists with the correction of various production problems in a timely and professional manner during rehearsals, weekend services and special events. (app. 5%)
- Assists with coordinating members of the production volunteer team in various venues during weekend services and special events. (app. 10%)
- Trains volunteers to ensure successful operation of equipment in various venues. (app. 5%)
- Prepares stages for rehearsal and presentation weekly (and as necessary for events) (app. 10%)
- Consults with Director of AVL and Information Technology, producers, and performers to determine the production needs and requirements. (app. 5%)
- These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required
- Certified aerial and scissor lift operator preferred

EXPERIENCE

A minimum of 1 year of production experience in a live production environment in the following areas:

- Working with digital audio consoles
- Experience with broadcast video equipment including cameras, media playback, and video switches.
- Basic lighting systems

REQUIRED SKILLS

- Communication and organizational skills
- Basic knowledge of digital audio consoles and audio engineering
- Basic knowledge of lighting operation and lighting programming
- Basic knowledge of live video operations MAC and Windows computers
- MAC and Windows computers

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Sitting, standing, pushing and/or pulling, finger dexterity, and near vision. Must be able to lift up to 50 pounds and move up and down stairs on a regular basis

WORKING CONDITIONS

- 100% indoors