

JOB DESCRIPTION

Job Title: Production Coordinator

Job Status: regular, full-time, exempt (schedule includes weekdays, weekend and some evening hours)

Ministry Area: Worship

Reports to: Worship Pastor

Reports to this Position: Volunteer staff and Weekend Sound Engineers (independent contractors).

Last Updated: June 5, 2019

Position Summary: Develop systems, procedures and processes to insure consistent quality of sound, lighting, media presentation for church services, events and recordings. Provide leadership and training for contract and volunteer staff in production. Day-to-day management of the technical needs of the church including troubleshooting in areas of responsibilities.

Position Responsibilities:

Production and Multimedia Responsibilities

- Provide quality sound, lighting and media presentations for weekday ministries, events and all-church services.
- Oversee quality documentation and recordings of Sunday Services and Special events.
- Establish regular recruiting, communication and training with both volunteer and contract staff.
- Coordinate purchasing, inventory and upkeep of audio, video and lighting equipment.
- Support the Worship and Teaching Teams with the technical tools needed to fulfill the service plans.
- Coordinate multi-media presentations for Sunday services.
- Manage annual budget for the aforementioned equipment and systems.
- Other duties as assigned by the supervisor.

Leadership Responsibilities

- Provide leadership and training for staff and volunteers who provide technical support throughout the Ministries of OD.
- Demonstrate passion and creative solutions for using the technical arts to connect people to Christ.

Essential Skills and Experience:

- Strong ability to start and manage ones self.
- Ability to work well on a team.
- Comfortable adapting to needs as they present themselves.
- 5+ years of experience mixing in a live audio and/or studio environment.
- Fundamental understanding of sound, video and lighting principles.
- Advanced working knowledge of audio visual production equipment.
- Expertise with multi-tasking in a large-scale, live production environment.
- Working knowledge of computers and software including Windows and OS X, MS Office, and ProPresenter.
- Basic understanding of Information Technology principles, equipment and workflow.

Nonessential Skills and Experience:

- Working knowledge of Apple's Final Cut Studio, and Adobe's Creative Suite.
- Experience as a musician who has performed in front of live audiences.

Organizational Commitment:

Seek to support and fulfill the vision and values of Church of the Open Door.
Genuine, visible relationship with Jesus Christ.

Physical demands and work environment:

Employee must be able to move freely throughout the building. *Note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (Adapt as necessary)*