



POSITION TITLE: PRODUCTION COORDINATOR

REPORTS TO: MEDIA AND COMMUNICATIONS PASTOR

DEPARTMENT: COMMUNICATIONS/PRODUCTION

SUMMARY OF POSITION

Provides coordination, and increased tech support for church and school wide ministry events and productions. Support includes – but is not limited to – Sunday morning worship services, live event and ministry technical support, assistance with some online media administration.

ESSENTIAL JOB FUNCTIONS

- Assist in planning and execution of church and school productions and events
- Train techs to operate various sound/video systems around the FBC/CCS Campus
- Ensure that ministries and school have adequate technical support for their events, as well as church-wide events requiring support from the entire Media staff
- Perform ongoing “quality control” checks on ministry venues, digital signage, and respective tech crews.

WEEKLY TASKS

- Run audio, lighting, video or other tech needs assigned in the Worship Center on Sunday Mornings and other productions around campus in various venues
- Train techs to operate various sound/video systems around the FBC campus as well as schedule them for various events through Facilities Scheduler
- Other video production needs across campus as needed
- Stage set-up, load-in/load-out according to what is scheduled in the Worship Center or other production venues
- Assist Media Team in other activities as required
- Other duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

- College or technical school degree in a Technical Production or a Communications related field required
- 3-4 years of experience in industry preferred

KNOWLEDGE OR SKILL REQUIREMENTS

- Proficient with: Planning Center Online, Analog and Digital Mixing Consoles, Production Video Switchers and Routers, Presentation software, Stage Lighting, Mac and PC workflows and operation
- Knowledge of audio and video formats, editing, production, and software
- Ability to work effectively with diverse members and groups of the staff, church body and community
- Ability to perform consistently under the pressure of deadlines and other demands
- Some Adobe Creative Suite experience

PHYSICAL JOB REQUIREMENTS

Typically a 5 day work week (Sunday-Thursday), with some irregular hours, fluctuating based on production needs. Work will be in an office environment but also with significant time outside of the office, such as spending time on stages, in tech crew booths, etc. May be required to lift items over 50 lbs.

DISCLAIMER

This position description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.