

**PRODUCTION COORDINATOR, NICEVILLE CAMPUS**

<b>Position Title:</b>	Production Coordinator (Part-Time Non-Exempt Position)
<b>Date:</b>	July 2024
<b>Supervisor:</b>	Production Director
<b>Purpose:</b>	To assist the Production Director in championing our vision of people connecting people to Christ through the Arts by reconnecting the arts to God. This is primarily carried out by crafting creative and engaging environments for worship, providing creative opportunities for technicians and the media team, equipping technicians and the media team with training and resources, and by raising the theological value of the arts within the church.

**PRIMARY DUTIES:**

1. Prepare and execute a scheduled position on the production team on weekend worship services.
  - Learn and excel at all worship service production positions in all worship venues.
  - Execute at a high level in the weekly position scheduled by the Production Director.
  - Serve in any production position during weekend worship services, including mixing audio, as requested.
  - Lead and attend weekly cue to cues in the Sanctuary and Community Life Center.
  - Assist Production Director in recruiting, training, and releasing volunteer technicians.
2. Assist production team in weekly maintenance and tasks.
  - Led by the Production Director, assist in accomplishing weekly maintenance on equipment and tasks needed for upkeep and advancement of production equipment across all venues on the Niceville campus.
  - Examples include, but are not limited to; diagnosing technical issues, running cables, conducting maintenance on all lighting, video, and audio equipment, etc.
  - Ensure clean and clear organization of all production equipment in storage facilities.
  - Maintain inventory and organization within the production Tech Room.
3. Program ProPresenter presentations for the Niceville campus.
  - Oversee and create the ProPresenter presentations weekly for all Sunday services on the Niceville campus. This includes all songs, liturgies, graphics, videos, and sermon presentations.
  - Use sermon notes from pastors to create their slides and load them into ProPresenter or PowerPoint weekly. This includes the presentations used at the weekly recording of messages for online services.
  - Coordinate with pastors and other ministry leaders to ensure prompt delivery of all deliverables.
  - Create presentations for Creative Ministry-led special events (Mission Northwest, VBS, Night of Worship, etc.) held at Niceville campus, as approved by the Production Director.
4. Assist with the lighting programming for worship services and events for the Niceville campus, as requested.
5. Assist with the setup and coordination of production needs for special events on the Niceville campus.
6. Assist with the recording of the weekly message for Crosspoint, Online, as requested.
7. Other Creative Team duties as assigned by Creative Minister and Creative Arts Director.

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## SKILLS DESIRED:

1. Dedicated Follower of Jesus.
2. Knowledge of ProPresenter and PowerPoint.
3. Knowledge of grandMA, Jands Vista, and ChamSys lighting systems.
4. Knowledge of Allen & Heath audio consoles.
5. Basic knowledge of audio, video, and lighting equipment.
6. Strong relational skills.
7. Strong communication skills.
8. Organization skills.
9. Ability to work as a team and always portray the church, staff, and ministry in the most positive light in the church as well as in the community.

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## KEY PERFORMANCE MEASUREMENTS:

1. Excellence in the preparation of production for weekend worship services and special events.
2. Volunteers believe they are empowered and equipped.
3. Production equipment is maintained regularly and repaired quickly.
4. Storage facilities are well-kept and stored equipment located quickly.
5. Assigned projects accomplished on time.
6. Chemistry and unity within the Creative Team, and larger staff team.