

PRODUCTION COORDINATOR, NICEVILLE CAMPUS

Position Title:	Production Coordinator (Full Time Non-Exempt Position)
Date:	April 2025
Supervisor:	Production Director
Purpose:	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, including FOH audio.
 - Execute at a high level in a weekly Sunday position scheduled by the Production Director.
 - Serve in any production position during weekend worship services and lead the production team in either worship venue.
 - 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. Assist with the lighting programming for worship services and events for the Niceville campus, as requested.
4. Collaborate with the Production Director in designing, implementing, and conducting trainings for all Sunday morning positions periodically throughout the year. This includes training materials and videos as well as in-person seminars.
5. Assist with the setup and coordination of production needs for special events on the Niceville campus. This includes scheduling audio/visual technicians and communicating with internal and external ministry leads to ensure all production needs are met for the event.
6. Other Creative Team duties as assigned by Creative Minister and Creative Arts Director.

SKILLS DESIRED:

1. Dedicated Follower of Jesus.
2. Knowledge of ProPresenter 7 and PowerPoint.
3. Basic knowledge of lighting programming systems (grandMA 2/3 preferred)
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.

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Frequently remains in a stationary sitting position at a computer workstation
2. Frequently must have ability to perceive the nature of sound
3. Frequently uses visual acuity to interpret music and computer data
4. Occasionally bends and crouches
5. Occasionally reaches with hands and arms
6. Occasionally lifts and transports moderate weight items up to 25 pounds
7. Works primarily in an indoor environment
8. Work environment noise level is frequently moderate to high
9. Frequently works evening and weekend hours

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.