



BASM Production Coordinator
Job Description
August 2026

REPORTS TO: Student Ministry Pastor

POSITION TYPE: Part Time, hourly, up to 20 hours/week

PURPOSE OF THE POSITION: The BASM Production Coordinator exists to create excellent worship environments that help students encounter Jesus. This role recruits, equips, and leads student production volunteers while overseeing all production elements for BASM gatherings and events. The coordinator partners closely with the Student Ministry Worship Leader/Gathering Coordinator to ensure every student gathering is executed with excellence and develops the next generation of worship and production leaders.

BASIC QUALIFICATIONS

- Spiritually mature follower of Jesus who models a growing relationship with Christ.
- Embraces the mission and values of Bay Area Community Church.
- Available to work Wednesday evenings and Sunday mornings.
- Strong organizational and communication skills.
- Self-starter who takes initiative and follows through.
- Works well with volunteers and students.
- Teachable, collaborative, and dependable.

EXPERIENCE & SKILLS DESIRED

- Experience serving in worship and/or production ministry.
- Experience recruiting, leading, and developing volunteer teams.
- Strong written and verbal communication skills.
- Familiarity with church production environments (lighting, graphics, presentation software, audio/video).

PRIMARY RESPONSIBILITIES

1. Team Leadership & Development

- Maintain healthy relationships with production volunteers through regular communication and encouragement.
- Continually grow in ministry and production leadership.
- Recruit, train, and develop student and adult production volunteers.
- Rehearse and resource production volunteers for Sunday mornings, Wednesday nights, and special student events.

2. Student Ministry Production

- Ensure all production positions are scheduled and filled for BASM gatherings and events.
- Collaborate with the Student Ministry Worship Leader and Student Ministry staff to prepare engaging worship experiences.
- Prepare and manage:
 - Lighting
 - Presentation graphics
 - Sermon slides
 - Worship visuals
 - Media elements
- Oversee production execution during Worship Wednesday Gatherings, Sunday Student Gatherings, Retreats, and special events.

3. BASM Venue & Equipment

- Maintain the BASM auditorium and production systems.
- Perform routine maintenance and minor repairs on BASM production equipment.
- Coordinate larger repairs or equipment needs with the Annapolis Production Director.
- Ensure all BASM production spaces remain organized, functional, and ministry-ready.

4. Staff Team Integration & Bay Area Commitments

- Participate as an engaged member of the Bay Area Community Church staff team and contribute to a healthy, collaborative staff culture.
- Attend required all-staff meetings, trainings, and church-wide staff gatherings.
- Participate in BASM staff meetings and planning meetings as determined by the Student Ministry Pastor.
- Maintain flexibility in weekly hours to support BASM gatherings, rehearsals, special events, and other ministry priorities.
- Prepare for and contribute to assigned meetings and ministry responsibilities in a timely manner.

EXPECTED WEEKLY RHYTHM

This is a part-time position of up to 20 hours per week. During the school year, the normal rhythm will primarily support:

- **Sunday mornings** - BASM Student Gathering production, setup, execution, teardown, and gathering audio as needed.
- **Wednesday afternoons/evenings** - Amplify preparation and gathering support.
- **Thursday afternoons/evenings** - Sunday preparation and production/worship rehearsal.
- **Monday/Tuesday hours** - Gathering preparation, volunteer communication, equipment maintenance, planning, staff meetings, and other ministry responsibilities.

Weekly hours may shift based on the BASM calendar, church-wide events, staff meetings, retreats, and special gatherings.