



Production Coordinator Job Description

REPORTS TO: Production Director

POSITION TYPE: Full-Time, Hourly, 40 hours/week

PURPOSE OF THE POSITION: The role of the Production Coordinator is to contribute to building a worship culture at Bay Area Community Church by ensuring worship gatherings are executed with excellence, managing special projects and ongoing maintenance, developing leaders, and recruiting volunteers.

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area Community Church & our ministry
- Lives a healthy, balanced lifestyle that honors God, family and others
- Reliable, hard worker who multitasks well
- Self-starter who shows initiative and innovation skills
- Team player who works well with various personalities and has consistent positive influence within the team
- Teachable and approachable
- Administratively gifted
- Must be available to work Thursday evenings, Sunday mornings, and additional events as needed (additional weeknight rehearsals, Christmas gatherings, Good Friday gatherings, etc.)

PREFERRED QUALIFICATIONS:

- 2+ years' experience in church production ministry
- Experience leading teams and developing leaders
- Excellent written and verbal communication skills
- Familiarity with producing live events
- Experience in lighting on-stage talent
- Experience in directing live video teams
- Familiarity with current A/V technology (ProPresenter, Hog Lighting, etc.)

RESPONSIBILITIES:

1) Annapolis Auditorium Production Leadership

- Maintain, evaluate, & facilitate scheduling of teams for weekend gatherings and other production needs
- Prepare production elements with excellence for weekend gatherings (lighting design, ProPresenter)
- Rehearse production teams for worship gatherings
- Lead a team of technicians for all weekend gatherings alongside the Production Director
- Serve as a service producer, video director, and/or other production role on Sunday mornings, primarily in the Annapolis auditorium. Serve in other spaces as directed
- Assist with stage designs for special events and Sunday gatherings

2) Cross-Ministry Assistance

- Assist in coordinating production needs for other departments and ministry events
- Assist in coordinating production needs for outside events (e.g., weddings, memorial services, etc.)
- Prepare and execute production needs for semi-monthly all-staff meetings
- Attend and participate in all Bay Area staff functions, meetings, and events

3) Team Building

- Assist Production Director to recruit, train, and develop volunteers to provide fully staffed and capable teams across the Annapolis Campus
- Establish processes and systems under the leadership of the Annapolis Production Director that helps team members create a consistent high-quality production experience
- Contribute to building a worship culture at Bay Area
- Partner with other music and production staff to provide a unified team mentality

4) Equipment Management

- Oversee the purchase, maintenance, operation and repair of audio, video broadcast, lighting, and media production equipment for the Annapolis campus under the supervision of the Production Director
- Develop detailed knowledge of operation and integration of all equipment
- Create and maintain an up-to-date inventory of equipment at the Annapolis Campus

5) Creativity and Worship Ethos

- Participate in the collaborative design of all elements of worship services under the leadership of the Production Director
- Facilitate creativity by engaging in an idea-oriented environment
- Assist in developing relational opportunities for production technicians collaborate and grow together
- Meet with production volunteers to mentor them spiritually
- Maintain healthy team relationships through staff meetings and informal sharing of life
- Be an active, contributing member of the worship staff, committed to growth and excellence
- Continually develop gifts and knowledge through training, networking and personal development
- Fulfill expectations of others in the creative process in a timely manner
- Contribute to building a worship culture that is growing, healthy, and in line with the ministry mission and values
- Prepare for and contribute to assigned teams and in all assigned meetings