



Multisite Productions Coordinator

Campus: Central Support

Team: Multisite Productions

Position Reports to: Multisite Productions Manager

Position Status: Permanent, Part Time (10 Hours/week), non-exempt

Position Purposes: The Productions Coordinator has the primary responsibility of oversight and coordination of the production teams. This will include assisting the Multisite Productions Manager and Worship Director with the production/technical aspects of weekend worship service preparation, recruitment and training of leaders, preparation for special events, and administrative duties as assigned. The Production Coordinator's main focus is to support the Multisite Productions Manager as well as the Worship Director in their vision through production while minimizing distraction. The Multisite Productions Coordinator will be personable, a good listener and effective communicator, a creative problem solver, detail oriented, dedicated to meeting deadlines, technically savvy, and a strategic thinker who will work well as part of a larger team.

Principle Responsibilities Breakdown:

- <35%> Coordinating Production for worship experiences with the Worship Director
- <25%> Supporting technical needs
- <15%> Scheduling and managing Production team
- <10%> Training leaders/team members
- <10%> Discretion of Multisite Productions Manager
- <5%> Managing Production budget



Specific Responsibilities: Responsibilities include but are not limited to the following:

1) Leadership:

- a) Provide leadership and oversight of the Production teams which includes: Audio, CG, Lighting, Technical Director, Camera, Stage Crew.
- b) Coordinate technical support for rehearsals and performances of all major production.
- c) Provide expertise to resolve technical problems. Take proactive steps to eliminate problems. Coordinate routine maintenance and replacement program for technical equipment.
- d) Oversee recruitment, training, and encourage the spiritual growth of leaders for the Production Team.
- e) Provide leadership and oversight in the preparation for, and implementation of, technical support for special events.

2) Management:

- a) Participate in planning of services for the weekend services as needed.
- b) Meet with worship leaders to understand their weekend service and special event needs.
- c) Coordinate all technical aspects of weekend services.
- d) Schedule Production Teams for all major productions.
- e) Manage yearly budget responsibly and with integrity.
- f) Other duties that may be assigned to support other Grace Fellowship Multisite Productions duties.

Role Requirements: The right person for this role will possess the following qualities and skills:

1) Faith:

- a) Required:
 - i) Christ Follower
 - ii) Member of Grace Fellowship (Within 6 Months of Employment)
- b) Desired:
 - i) 5 or more years of fellowship and growing in Christ
 - ii) Member of Grace for 1 or more years



2) Gifts:

a) Required:

- i) Leadership
- ii) Learn and adapt in new technical situations quickly

3) Skills:

a) Required:

- i) Teaching
- ii) Communication
- iii) Understanding of Production Technology
- iv) Teamwork
- v) Worship Planning
- vi) Live Mixing
- vii) Fast Technical Learning

b) Desired:

- i) Music
- ii) Stage Design

4) Experience and/or Education:

a) Required:

- i) 2 years of live production/technical experience

b) Desired:

- i) Technical Degree
- ii) Technical/Production experience in a ministry setting