



# Production Coordinator

## KEY RESPONSIBILITIES

### Weekly Preparation

- Prepare and setup each production environment through patching, labeling, line checks, equipment setup and audio setup. Every environment needs to be prepared in advance so that each service team is set up for success when they arrive. Setup is based off of what each ministry puts together in Planning Center Plans.
  - Setup includes preparation for services and events.
- Effectively communicate AVL startup procedures for team members through verbal and/or written instructions.
- Conduct weekly maintenance checks on equipment to ensure everything is in working order.
- Maintain a clean and organized work environment.

### Services

- Arrive early to turn on and setup equipment based off of Sunday production schedule.
- Work with Production Director to play weekly role in running audio for Live Stream, FOH or Kids' Services.
- Assist with coordinations and leading production volunteers along with the Production Director.
- Assist with troubleshooting in every environment as needed.
- Run point on Student Services (Sunday evenings and Wednesday evenings)

## QUALIFICATIONS & SKILLS

- A heart for the local church and a growing relationship with Jesus Christ.
- Ability to produce great work results through relentless organization, uncompromising integrity, effective communication and proactive problem solving.
- Sees gaps in processes and enjoying seeing a project through to the end.
- Desire to provide an exceptional experience with ministry leaders and volunteers.
- Excellent communication skills.
- Team player that guards his conversation and opinions
- The desire to lead and grow team members in a positive environment.
- In depth technical knowledge of AVL systems and procedures.

**Average Hours/Week:** 25 hours per week

**Status:** Part Time

**Location:** West Ridge Church - Dallas, GA

**Reports to:** Production Director

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees.*