

PRODUCTION COORDINATOR

GENERAL DESCRIPTION

The Production Coordinator has the primary responsibility for supporting and providing all necessary production elements for High School and Young Adults Services using volunteer teams. This role will own production support for our High School and Young Adults ministries. This position is integral in the weekly planning process, volunteer management/development/ recruitment, equipment purchasing/maintenance, and plays a key role in the implementation of those elements during the High School and Young Adults Services. This role is also responsible for supporting some weekday events and classes for Rock Point and its various ministries.

Classification: Non-Exempt; Hourly // **Status:** Full Time // **Team:** Production // **Supervisor:** Drew Eatinger

WORK SCHEDULE

- Semi-flexible work hours Wednesday through Sunday. May have to swap days to cover events.
- Wednesday 9:00am-5pm
- Thursday 10:00am-10pm (Young Adults Service)
- Friday flexible
- Saturday 12:00pm-7:00pm
- Sunday 1:00pm-8:00pm (High School Youth Service)

ESSENTIAL DUTIES & RESPONSIBILITIES

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- Work with the Production Director to provide production services to support High School and Young Adult ministries at Rock Point Church
- Schedule, train and direct volunteers for audio/video/lighting positions for HS and YA services
- Work directly with worship leaders and ministry pastors to establish their visions for each room
- Support HS and YA ministries by executing their visions into each room
- Execute an excellent audio mix, intentional stage lighting, and presentation accuracy for all service elements
- Work with ministry leaders to plan services, transitions, and special elements
- Actively seek feedback from the ministries we support
- Troubleshoot audio/video/lighting issues as they arise
- Maintain and install production equipment:
 - New equipment installation and purchasing
 - Troubleshoot equipment issues
 - Regular maintenance and replacement of equipment

- Be willing and eager to help in other production areas when needed:
 - Set-up and tear down of production equipment
 - Troubleshoot issues in other ministry environments
 - Occasional running of equipment for classes or events
 - Training of other ministry volunteers with AVL equipment

OTHER RESPONSIBILITIES:

- Have an attitude to support ministry with undistracting excellence
- Required availability for Christmas, Easter, and special events, such as Night of Worship
- Creative planning for set/lighting changes

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Ethics** - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- High School Diploma or GED
- Minimum of one-year production experience

- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Post high school education with emphasis on music production or other applicable training
- Experience working in a church environment
- Experience recruiting and managing volunteers

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 50 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life
- Model biblical commitment and become a covenant member of Rock Point Church
- Model biblical family life before the body and regularly attend worship service with your family
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values
- Model biblical community
- Model biblical generosity and financially support Rock Point Church