

## PRODUCTION COORDINATOR

### GENERAL DESCRIPTION

The Production Coordinator has the primary responsibility for supporting and providing all necessary production elements for EVENTS, ADULT CLASSES, OUTREACH, NEXT STEPS; as well as provide support for REGULAR SERVICES. This position is integral in the weekly planning process, equipment purchasing/maintenance, and plays a key role in the implementation of those elements during the week for classes and events. Due to nature of scheduled events, this role requires a flexible work schedule.

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

**Supervisor:** Drew Eatinger, Production Director

### WORK SCHEDULE

- Flexible work hours, but will have to swap off-days to cover events.
- Maintain a minimum of one to two days off per work week.
- 40 hours per work week (Sunday-Saturday)

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Work with the Production Director to provide production services to support Events, Outreach, Adults, and Next Steps ministries at Rock Point Church.
- Work directly with ministry leadership to establish their visions for event.
- 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
- Provide production support for weekend services, Youth services, and Young Adult services.

## OTHER RESPONSIBILITIES:

- Have an attitude to support ministry with undistracting excellence.
- Required availability for Christmas and Easter services, 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