



Job Title: Production Coordinator

Date: April 2024

Reports To: Director of Worship Arts

Status: Full Time

FLSA: Non-Exempt

Core Value Commitment: All employees will be actively engaged in fulfilling the Mission and Vision of Bethany Lutheran Church. Employees will work on creating an inspirational culture by demonstrating Bethany's values in the work they do every day.

Job Summary

The Production Coordinator is responsible for producing excellent AVL support for all live & streamed worship environments. This individual will oversee a volunteer production team that acts as an extension of the Production Coordinator both in knowledge and execution. They will develop and maintain effective and user-friendly operational systems for all media booth positions.

Essential Job Function:

1. Lead, organize and implement the production teams to create worship environments with excellence and consistency.
2. Expert understanding of all AVL equipment used for live and streamed worship environments.
3. Prepare service playlists within ProPresenter 7 to support live and streamed worship environments.
4. Operate and oversee production for weddings, funerals, and other ministry events.
5. Assist Director of Worship Arts with various tasks as assigned.

Knowledge, Skills and Abilities:

- Knowledge of fundamental Lutheran beliefs
- Knowledge of basic teaching principles
- Proficient Microsoft office skills
- Knowledge of audio, lighting and video equipment use and maintenance.
- Skill in multiple technical systems and the way they interact with each other
- Skill in live streaming mix, recording and broadcasting
- Strong communication and organizational skills
- Skill in time management and attention to detail
- Ability to adapt, trouble shoot and solve technical problems quickly
- Ability to handle multiple moving parts of service production efficiently and effectively
- Ability to work effectively in teams
- Ability to recruit, train and support volunteers

Equipment Used: Hardware & Software

- ProPresenter 7 for Mac & PC
- Black Magic ATEM Camera Ecosystem
- PTZ Optics Cameras
- Yamaha CL5 FOH Soundboard
- Allen & Heath SQ5
- Logic Pro on Mac
- Vista by Chroma-Q
- Vista EX Lighting Control Surface

Education and Experience:

Bachelor's Degree in Music, IT, Technical Arts or related field. Experience can be substituted for Education. Must have a minimum of three (3) years in a position working with technical systems in a church context. Experience with ProPresenter and Planning Center preferred. Must have an active church membership.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.

Employee Signature

Date

Administrative Signature

Date