

Job description

Part-time Worship Production Coordinator

Responsible for overseeing the operation and maintenance of audio/video equipment, live-streaming, and lighting systems to provide excellence in our worship environments through coordination of staff and volunteer teams.

Status:

Part-time, hourly, including weekends and church holidays, occasional weekdays

Salary:

Commensurate with experience

Royal Redeemer Lutheran Church is:

- A church and staff committed to following and fulfilling our mission to help people exchange everyday life for contagious Christian community.
- A church that is totally committed to seeking and faithfully carrying out God's will and His calling for us as a congregation.
- A church committed to team-ministry, desiring for the staff to be unified in God's vision and serving together in deep Christian love.
- A family of believers that is greatly committed to fulfilling the Great Commission and keeping the Great Commandment.

Position Requirements:

Education: High school diploma

Experience: Minimum two years of experience in live production

Key Responsibilities:

- Oversee and lead the technical execution of the worship services through staff and volunteer teams
- Provide effective and consistent AVL training to volunteers
- Schedule AVL tech volunteers using Planning Center Online
- Oversee operation and maintenance of all AVL equipment
- Oversee installation of equipment as necessary
- Budget and plan for life-cycle of AVL equipment
- Work with Senior Pastor, Worship Planning team and Communications team on elements needed to build worship services in Pro-Presenter
- Ensure all systems are working properly and stations are staffed with volunteers
- Conduct a morning check of all systems prior to start of services
- Other duties not listed here as assigned by direct supervisor

Skills:

- Must be proficient in Pro-Presenter
- Must have a working knowledge of AV hardware equipment
- Prefer a basic knowledge of Planning Center online.
- Experience with live stream and broadcasting equipment
- Self-motivated, problem solver with the ability to manage their time and stay focused on tasks at hand
- Experience recruiting and training volunteers
- Must be trustworthy and confidential
- Must be a team player and have good people skills
- Must exercise discernment in decision-making critical competencies
- Communications – exhibits good listening and comprehension; keeps others adequately informed
- Dependable – in meeting deadlines and being present as needed.
- Flexible – available for other large events, as agreed upon in advance
- Use of technology – Demonstrates required skills; troubleshoots technological problems as needed or required; keeps technical skills up to date; adapts to new technologies
- Teamwork – 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; supports everyone's efforts to succeed
- Cooperation – Establishes and maintains effective relations; exhibits tact and consideration; help and support co-workers; works cooperatively in group situations
- Conflict Resolution – Encourages open communication; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflict scope of position

Supervisor: Senior Pastor

Department: Worship

Physical requirements: While performing the duties of this job, the employee is regularly required to sit, using hands and fingers to perform work. Frequently required to stand, walk, climb, or balance, and stoop, kneel or crouch. The employee must regularly lift up to 10 pounds, frequently lift or move up to 25 pounds, and occasionally lift or move up to 50 pounds.

Pay: \$19.00 - \$23.00 per hour

Schedule:

- Every weekend
- Holidays

Ability to Commute/Must be on-site

