

Job Title:	Production Technology Coordinator
Reports to:	Production Technology Director
Classification:	Non-Exempt
Status:	Full-Time

SUMMARY

The Production Technology Coordinator oversees service production technology and media for The Chapel. S/he assists the Production Technology Director with projects and events throughout Faith Church.

ESSENTIAL FUNCTIONS

- Oversees, maintains, and supports audio, video, and lighting systems for primarily The Chapel
- Recruits, trains, develops, coaches, and schedules volunteers on audio, visual, and lighting systems for The Chapel
- Researches and recommends venue equipment upgrades and replacements
- Assists, plans, collaborates, and executes services, events, and projects for The Chapel
- Assists Production Technology Director with church-wide projects and initiatives
- Support weekly ministries that utilize The Chapel
- Collaborates with personnel in The Chapel to implement and support systems
- Serves as a liaison on *The Classic Venue Planning Team*
- Establishes and maintains production vision for primarily The Chapel in alignment with *Faith Church Production Philosophy*
- Performs other relevant duties as assigned

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement
- Member or willing to become a member of Faith Church

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- Bachelor's degree or relevant technical equivalent
- 2+ years of audio/visual (A/V) experience
- Knowledge of IT Networking for AV Technologies

- Proficient in the use and/or aptitude to learn worship, video, & other software applications
- Demonstrates reliability, accountability, promptness in deadlines, and professionalism towards colleagues
- Excellent communication, organizational, and collaboration skills
- Demonstrates the ability to troubleshoot technology and media issues
- Ability to give and to receive constructive feedback

TIME COMMITMENT

40 hours per week, including Sundays and a weeknight

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

The employee is occasionally required to sit, stand, bend, climb, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 25+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The job operates in a multipurpose room environment. This role routinely uses equipment such as computers, projectors, lights, and other technical equipment. Also, this role routinely uses standard office equipment such as computers, phones, and photocopiers.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.

Employee_____ Date_____