



**TITLE OF POSITION:** Production Coordinator

**REPORTS TO:** Production Director

**POSITION TYPE:** Part-time, Hourly, up to 20 hours/week

**PURPOSE OF THE POSITION:** The role of the Production Coordinator is to contribute to building a worship culture at BACC by project managing multiple teams, assisting the leadership of a campus, ensuring all worship experiences are executed with excellence, developing leaders & recruiting volunteers.

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**BASIC QUALIFICATIONS:**

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area Community Church & our ministry
- Lives a healthy, balanced lifestyle that honors God, family and others
- Reliable, hard worker who multitasks well
- Self-starter who shows initiative and innovation skills
- Team player who works well with various personalities and has consistent positive influence within the team
- Teachable and approachable
- Administratively gifted

**PREFERRED QUALIFICATIONS:**

- 2+ years' experience in church production ministry
- Experience leading teams and developing leaders
- Excellent written and verbal communication skills
- Familiarity with producing live events.
- Experience in lighting on-stage talent.
- Experience in directing live video teams.
- Familiarity with current A/V technology (ProPresenter, Hog Lighting, etc.)

**RESPONSIBILITIES:**

**1). Annapolis Auditorium Production Leadership**

- Maintains, evaluates, & facilitates scheduling of teams for weekend gatherings and other in-house production needs
- Assists in leading a team of technicians for all weekend gatherings
- Prepares production elements with excellence (lighting design, ProPresenter)
- Contributes to building a worship culture at BACC Annapolis campus
- Rehearses production team for worship gatherings
- Partners with other music and production staff to provide a unified team mentality
- Serves as a service producer, video director, and/or other production role on Sunday mornings
- Attends and participates in all Bay Area staff functions, meetings, events

**Cross-Ministry Assistance**

- Assists in coordinating production needs for other departments
- Assists in coordinating production needs for outside events (e.g., weddings, memorial services, etc.)

**Team Building**

- Assists Production Director in recruiting, training, and developing volunteers in production-specific areas for the Annapolis campus.
- Recruits, onboards and trains volunteers to provide fully staffed and capable teams.
- Establishes processes and systems under the leadership of the Annapolis Production Director that helps team members create a consistent high-quality production experience.
- Partners with other music and production staff to provide a unified team mentality

**Equipment Management**

- Oversees the purchase, maintenance, and operation of audio, video broadcast, lighting, and media production equipment for the Annapolis campus under the supervision of the Production Director.
- Develops detailed knowledge of operation and integration of all equipment.
- Creates and maintains an up-to-date inventory of equipment at the Annapolis Campus.

**2). Establishing Creativity and Worship Ethos**

- Participates in the collaborative design of all elements of worship services under the leadership of the Production Director
- Facilitates creativity by providing an ideas-oriented environment
- Assists in developing relational opportunities for production technicians to collaborate and grow together
- Meets with worship and production volunteers to mentor them spiritually
- Maintains healthy team relationships through staff meetings and informal sharing of life
- Is an active, contributing member of the worship staff, committed to growth and excellence
- Continually develops gifts and knowledge through training, networking and personal development
- Fulfills expectations of others in the creative process in a timely manner
- Contributes to building a worship culture that is continually attracting new artists and infusing new talent, resulting in an ever-growing worship ministry
- Prepares for and contributes to assigned teams and in all assigned meetings