



JOB DESCRIPTION

Position Title	Production & Event Coordinator
Position Reports to:	Director of Production
Department:	Production / Art & Media
Schedule (may vary)	Full time including weekends and holidays

General Description

- Support Director of Production in producing weekend services, special events and holiday services.
- Support Lead Pastor and Executive Pastor with special projects related to production and weekend services.
- Pastor and Director liaison
- General Events consultant
- Coordinate Staff Events and Meetings
- Write and edit church publications such as church wide emails, etc.

Specific Duties and Responsibilities

- Work directly with the Director of Production to carry out the goals of the Production department
- Assist Director of Production with coordination of special holiday services and events including Christmas Eve services, Good Friday and Easter services, Super Saturday event, Freedom Fest event, Staff Christmas Party, Thanksgiving Eve service, One Church Lunch, High School Take Over, Q Commons, Carols by Candlelight, Volunteer Annual Party, and any special conferences/concerts hosted at NCCC.
- Coordinate weekend services on rotating basis with Director of Production (includes technical direction of service elements from the sound booth, overseeing and coordinating with sound booth volunteers, communicating with Lead Pastor, guest speakers, pastoral staff, worship team, etc.)
- Attend weekly Production Team Meetings
- Support the booth volunteers and coordinate trainings, calendar as well as facilitate sound trainings with Lead Sound volunteer
- Write and edit periodic emails to the church with updates and information about upcoming events
- Assist with Social Media marketing and Administration
- Complete all production and staff event-related room reservations in Service U
- Daily/Weekly use of Planning Center for staff and volunteers.
- Coordinate and attend all-staff meetings and events including weekly Staff Devotionals and monthly Team Meetings
- Assist with special projects for Lead Pastor and Executive Pastor as needed.

Knowledge & Skills Required for the Job

- Highly Detail-Oriented – Candidate must have good planning skills and be able to juggle multiple things at once
- Flexible and Calm Under Pressure – Candidate must be able to go with the flow with last minute changes or issues and not get easily flustered. Creative problem solving skills are important.
- Good People Skills – Candidate must be able to work well with all kinds of people, this role interfaces with all staff and many of volunteers. Some experience managing or working with volunteers is desirable.
- Strong Communication Skills – Candidate must have strong skills in writing and editing and good verbal communication skills for work with staff and directing volunteers.
- Strong Initiative – Candidate must have strong initiative to complete tasks independently and on deadline.
- Good Technical Skills – Candidate needs strong computer skills (familiarly with Mac is desirable). Some knowledge of html coding and FTP programs preferred, knowledge of social media sites also desirable (Facebook, Twitter).
- Basic knowledge of any production equipment would be a big plus (video cameras, lighting, sound board, etc.)

Personal Relations

- Team player with ability to interact with staff, church members, vendors and volunteers
- Ability to keep church and personal information confidential

Work Environment

- Work is in an office setting, out of the office for events around the church campus, and in the sound booth for weekend services and events

Physical Requirements

- Sitting at a desk (regularly)
- Standing (regularly)
- Stairs (regularly)
- Walking (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls
- Speaking (regularly)
- Hearing (regularly)
- Lifting (up to 25 pounds)