

Gateway Job Description PRODUCTION COORDINATOR

Position Overview:

The Production Coordinator is responsible for maintaining, upgrading, and operating the production systems and teams of Gateway Church for use in Sunday services and special events. You will work under the supervision of the Worship Pastor to create an environment that will allow people to enter into worship with as little distraction as possible. In this role, you will need to understand the technical and creative aspects of worship- such as audio, video, live streaming, lighting, and stage design- as well as the leadership aspects of team building and development.

DESCRIPTION OF RESPONSIBILITIES:

Technical Proficiency

- Must have the technical knowledge and experience with sound amplification, equipment, systems and quality. (*understanding of signal flow, mic and D.I. techniques, and principles of mixing*)
- Basic understanding of camera setup, videography, and camera switching
- Basic understanding of DMX routing and lighting techniques
- Basic understanding in the operation and maintenance of audio & video equipment, including but not limited to: *Behringer X32 & S32, Waves audio plugins, Wireless systems for mics, in ears, and headsets, Canon C200 & Canon EOS R cameras, Blackmagic ATEM switcher and software, OBS livestream software, Elgato Stream Deck, Adobe After Effects, ProPresenter, Sunlite Suite 2 lighting program.*
- Make sure all media/content (video, audio, iPad Multi-tracks, and light scenes are tested before Sunday Service
- Work with and oversee volunteers who will maintain and management of main stage, tech booth, and all multi-media equipment. (*ie., projectors, cameras, computers, iPads, software for presentations, and lighting software for stage.*)
- Work with the Worship Pastor to stay updated on new developments in tech and production trends, along with upgrading and other major and minor projects related to tech

Supervision and Training

- Training and supervision of volunteers with audio engineering and multi-media equipment on Sundays and weekly rehearsal
- Recruits, trains, manages, and schedules all tech volunteers

Administration and Planning

- Assists the Worship Pastor in creating an engaging and distraction-free worship experience
- Ability to work cooperatively with teams, church staff, and leadership
- Familiarity with Christian Worship styles and traditions.
- Dependability in keeping a weekly schedule.
- Participate in weekly Service Planning meetings when possible.
- Supervise audio tech schedule and report to Worship Pastor during planning meeting
- Strongly encouraged to participate in development of Creative Nights (monthly team social and learning), lead workshops, foster team building.

CHARACTERISTICS & QUALIFICATIONS

- Models a healthy personal relationship with Jesus Christ
- Possesses a love and passion for continued spiritual growth
- Supports the vision and mission of Gateway Community Church
- Self-motivated learner and problem solver
- Has vision for both creative and technical aspects of production
- Consistent pursuit of personal and professional progress
- Able to stay calm under pressure
- Both a leader and a team player
- Relates well to a variety of people
- Has strong communication skills
- Interested in helping others grow and succeed

Estimated Work Schedule: 13 hrs

***Sundays* 6:00 am – 12:00 pm 6 hrs**

- Equipment Set up/Supervision of trained volunteers
 - Stage, cameras, lights, Media
- Rehearsal and service
- Teardown

***Weekly Rehearsal* 5:30 pm – 8:30 pm 3 Hrs**

- Setting up Equipment, prep for practice
- Checking systems during practice
- Oversee teardown after practice

***Weekly Prep* Open 4 Hrs**

- Stage/Equipment Maintenance
- Loading up video/Sermon notes, etc.
- Setting up slides for Live stream
- Recruitment and training

Department: Worship Ministries

Reports to: Worship Pastor

Salary: \$20 - \$23 per hour