

Title: Production Coordinator (Technical)

Full Time / Reports to Director of Technology and Production

Position Job Summary:

This position is an extension of the Production Director. You will assist in championing the church's DNA through helping to support the Production Director in building a ministry that coordinates all Technical and Production teams and service experiences throughout New Walk Church. You will work closely with the Production Director to make the very best presentation of excellence in all areas of Worship Tech and Production.

What You Will Do (Specific Job Responsibilities):

- Develop a maintenance plan and schedule for all Production Equipment and execute it.
- Handle all Production repairs, projects and requests alongside the Production Director by compiling all relevant information, developing possible solutions and ultimately implementing the approved project plan.
- Develop, Maintain and execute Production Maintenance and Repair Budget.
- Set timelines and track progress of repairs, projects and requests
- Work alongside the Events Coordinator for all production needs for Big Days.
- Create Stage Plots, Set/Patch Stage and update Patch Sheets for YTH and Weekend Services.
- Take the initiative in learning all production systems at New Walk Church.
- Complete Special Projects assigned by the Production Director in a timely manner.
- Design and Implement all set designs in the building
- Work alongside the Experience team to develop and execute a production plan for all Big Day Events.
- Build a volunteer-centric culture that draws in, develops, disciples, and retains talented volunteers. Ultimately, the goal should be to have a team that is 90% volunteer for all services.
- Train and manage our live video volunteer team
- Assist the Production Director to help run weekend services.
- Assist the Production Director with Network repairs and projects.
- Assist the Production Director with IT Helpdesk tickets and Device Management.
- Communicate quickly, clearly, and effectively in all areas of ministry (within 3 days maximum).
- Assist with other projects, as assigned
- Complete certifications as assigned

What Skills You Will Need (Qualifications):

- A chemistry that "fits" with the New Walk Church culture.
- Able to work quickly and efficiently.
- Ability to exercise initiative - see a task, complete a task.
- A broad understanding of all production systems - Audio, Video and Lighting

- Excellent Troubleshooting skills and understanding of signal flow
- Ability to install, maintain and repair production systems
- A basic understanding of network systems
- Highly relational and encouraging to others.
- Excellent public communication and tech leading skills.
- Flexibility and creative thinking, in a rapidly growing church environment.
- Ability to work under pressure in a fast-paced environment.
- Ability to collaborate with Production Director, Worship Department, and Ministry Teams in planning worship services, ministry programming, and special music presentation.

General Responsibilities:

- Model the principles and disciplines of Christian life and stewardship. Any conduct unbecoming of a Christian will be cause for immediate termination.
- Establish a working rapport with each Pastor or Director.
- Recruit, enlist, train, oversee, hold accountable, minister to, and be responsive to competent Team Leaders.
- Tithe to New Walk Church. All Staff are regularly held accountable for their tithing as well as the fulfillment of other pledges (example: Building Campaign pledges). No person can be on New Walk Staff if they are not fulfilling this Biblical commitment.
- Become a leader of people, constantly raising up other leaders in your department. A sign of your leadership will be in your ability to raise up new leaders.
- Be present and prompt for all meetings and all church-wide servant evangelism events in the community that are led by New Walk.
- Prepare yourself in advance for your best personal performance in every setting and situation required of you whether leading, teaching, presenting, or facilitating.
- Lead the ministry alongside all other ministry leaders and always be ready to serve other leaders as needed.
- Be prepared to report progress in all areas of your ministry including performance of volunteers, needs, and weaknesses.
- Perform other appropriate related duties as required by the Lead Pastor and the Executive Pastor.
- Be prepared to defend the vision of the church and its leadership, including the lead pastor, at all times.
- Lead or co-lead a small group 2 out of every 3 semesters per year. Attend a small group when not leading / co-leading.
- Recognize and be responsive to every person attending the church and those not attending the church, both as a servant of the church and an ambassador of Jesus Christ.