



Production Coordinator

Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for coordinating, resourcing and serving for ministry events in addition to the stage team for weekend services.

DEPARTMENT

Communication Ministry

REPORTS TO

Production Director

DIRECT REPORTS

Stage Team Volunteers

WORK WEEK

Sunday – Thursday, some nights and weekends

HOURS PER WEEK

40

FLSA

Non Exempt

JOB CLASS

Technical

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Oversees, reviews and approves AVL requests for events through the room reservation process in eSpace. Provides solutions for classes and events taking place outside of standard venues.
2. Serves at ministry events for production as needed.
3. Serves with the weekend Production Team as Service Director, Online Director or Ministry Support on rotating weekends as scheduled.
4. Schedules stage crew volunteers for weekend services.
5. Ensures AV equipment is in proper working order prior to scheduled events in auditoriums (not worships center), class rooms and conference rooms.
6. Manages the check-out and return of portable AV equipment.
7. Maintains current on industry standards in production and scheduling software (ProPresenter, Planning Center Online, eSpace, PowerPoint, Asana, Rock, etc.).
8. Assists AVL Team with maintaining, installing and upgrading classroom equipment.
9. Provides instruction and training to volunteers and OHC staff in the use of presentation equipment including lighting, microphone, speakers, camera, projector, and all other AVL equipment for auditoriums, classrooms and conference rooms.
10. Attends and participates in departmental and staff meetings as needed.
11. Other duties as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. Two (2) years of college from an accredited college or university.
2. Three (3) years of stage or video production.
3. Experience can substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of project management practices, techniques, and methodologies.
2. Knowledge of camera operations and production switching.
3. Knowledge of audio for live and video production.
4. Knowledge of basic lighting for live events.
5. Knowledge of budget, expense tracking/reporting and administration.
6. Knowledge of ProPresenter, PowerPoint and Planning Center Online.
7. Knowledge of studio management.
8. Ability to troubleshoot technical and software related issues.
9. Ability to run AVL related cabling.
10. Ability to maintain a clean work environment and keep installations well organized and neat.
11. Ability to use computers and a variety of software applications.
12. Ability to follow direction and work in a collaborative environment.
13. Ability to use computers and a variety of software applications.
14. Ability to work independently with limited supervision.
15. Ability to communicate clearly and effectively through both verbal and written means.
16. Ability to establish and maintain effective working relationships with staff, members, and ministry volunteers.
17. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 40 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

REVISED: OCTOBER 2024



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