

# SUPPORT AND DEVELOPMENT PRODUCTION COORDINATOR

REPORTS TO: LIVE PRODUCTION DIRECTOR

RELATES CLOSELY WITH: PRODUCTION/WORSHIP/CREATIVE/TEACHING TEAM

PROVIDES OVERSIGHT TO: WEEKEND EXPERIENCE AND VOLUNTEERS

CLASSIFICATION: FULL-TIME / SALARY

WORK SCHEDULE: TUESDAY – THURSDAY, SATURDAY & SUNDAY AND/OR TUESDAY – FRIDAY, & SATURDAY

Works with weekend team leads for production, worship, creative, and teaching, overseeing the content packaging and delivery of the weekend experience. Responsible for the overall coordination and administration of the creative design process from the weekend team's direction, overseeing it through to the live production of the weekend services. Supports production staff in the advancement and implementation of technical systems and processes and supports all staff and volunteers in the delivery of excellence in the weekend experience, special events and/or other campus ministry events.

## QUALIFICATIONS / CHARACTERISTICS

- Committed follower of Christ who understands Flatirons philosophy.
- 1 – 3 years education and/or professional experience in a live production preferred
- Detail orientated with strong administrative and communication skills.
- Comprehensive understanding of pre, post, and live production.
- Ability to work with and help lead a large team of volunteers.
- Self-starter, organized, and possesses the ability to see major projects through to completion.
- A passion for ministry, serving others, and also working with ministries outside of the weekend experience.

## PRIMARY RESPONSIBILITIES

- Support the broadcast and online campus weekend teams (production, worship, creative, teaching, and campus pastors) in the administration, creative design process, and production of the weekend services and special events.
- Responsible for the oversight and programming of all broadcast campus related computers, servers, video playback devices for the purposes of displaying graphics, videos, lyrics, message notes, content on confidence monitors, etc.
- Responsible for the oversight, coordination, execution, and delivery of the weekend experience, and special events in alignment with our values (ex. Excellent Environments).
- Production Lead responsible for coordinating, managing, and running all video and lighting for special events in the main auditorium (ex. Flatirons Academy).
- Assist in weekend service order maintenance, development, and team scheduling in Planning Center Online (broadcast and online campuses).
- Responsible for building the YouVersion (Interactive Bible App) for weekend related message notes (scripture).
- Responsible for the leadership, training, scheduling and development of the broadcast campus weekend volunteer producers.
- Support lead production staff in the design and implementation of new staging components, lighting sets, visual/video elements, and rigging.
- Contribute to weekly production team responsibilities including meetings, stage & lighting designs, stage plots, video configurations, lobby displays, etc.
- Assist with master technical inventories, maintenance schedule of all video and lighting equipment, financial spending and reporting, and administrative tasks.
- Assist in the repair, maintenance, and installation of video and lighting equipment, including software and hardware.
- Assist with warehouse inventory and upkeep, load-in and load-out of new rigs, and purchasing of hardware, software, and equipment.
- Support the production staff in the maintenance, upkeep, and cleaning of all production related work areas.
- Plan, coordinate, and schedule all production team volunteer appreciation and/or developmental events.
- Assist with the roles and responsibilities of all production staff (other duties as assigned).

