

Epicentre Church

Production Coordinator

Hours: 13hrs/week (Part time, non-exempt)

Reports to: Worship Director

Description: The Production Coordinator oversees the implementation of the Sunday service experience. During the service, the Production Coordinator manages the flow of the service's different upfront ministries (worship, communication, preaching, prayer ministry) and oversees other areas that have a primary impact on people's before, in-service, and after experience.

Responsibilities:

- **Oversee production of Sunday services (3.5 hrs/wk, outside of meetings)**
 - Participate in weekly Sunday service planning, debrief, and production meetings
 - Interface with staff/church members for service preparation and feedback
 - Schedule Sunday service leaders (Planning Center)
 - Oversee announcements and prep announcer for Sunday delivery
 - Create/maintain a functional and visually pleasing layout, managing the stage for the ministries of worship, communication, preaching, and prayer ministry
 - Keep time for Sunday services according to plans, ensuring smooth flow of services
- **Provide oversight to Media Team (.5hr/wk)**
 - Develop clear vision, purpose and a sense of community with members of godly character who possess the skills needed to produce excellent sound and media every Sunday
 - Recruit and train team members
 - Schedule media team members for Sunday services
- **Develop media content for Sunday Service announcements (.5hrs/wk)**
 - Collaborate with communications coordinator to get all the necessary slides for each Sunday service
 - Upload sermon/slides to Website
- **Miscellaneous Sunday Roles (hours below)**
 - Update Epicentre Attendance every week
 - Regulate the temperature in Mott
 - Support special services/events

Meetings: (3.5 hrs/wk)

- All Staff (2 hrs/week)
- Production/Feedback (1-1.5 hrs/week)
- Worship Director (.5-1 hrs/week)

Sundays: (5 hours a week)

- Sunday Service (5hrs/week)

Qualifications: Graduate of Epicentre's Discipleship School (waived upon completion within 1 year)

Required Skills: Pro Presenter 6, Planning Center Services

Preferred Skills: Audacity, Keynote, MacOS,