

# Walnut Hill Community Church

## Position Description

**Position:** Waterbury Production Coordinator  
Part-time (10 hours) hourly

**Reports To:** Campus Pastor

**Accountable to:** Production Director + Tech Arts Lead

### **Position Summary**

Walnut Hill's Waterbury Production Coordinator is responsible to help implement the vision for the Weekend Services at Walnut Hill. This happens by ensuring excellence in audio, media & production each weekend at Walnut Hill – Waterbury. It also includes the administration and coordination of all service elements at this campus. The person who fills this role should be a qualified technician, a team player and have a desire to lead and encourage people. As this is a leadership position for one of our campuses, he or she should demonstrate leadership qualities, professionalism, mature communication, ownership and responsibility for the tech space vision.

### **Specific Responsibilities:**

- Oversee the execution of the service flow for weekend services to ensure that they are presented with excellence and promotes the overall vision of the church.
- Setup tech flow and lyrics using ProPresenter software for each Sunday service.
- Implement excellence in sound, video and simple lighting elements for each weekend.
- Oversee recruiting, developing and scheduling process for tech volunteers at the campus.
- Partner with the Campus Pastor, Worship Leader and Campus Admin to communicate with staff/volunteers in ensuring that all tech related needs are met for weekend services.
- Embrace and take ownership of the tech/worship space so that the Worship Center/stage is service ready in appearance and functionality for worship, preaching, communion, offering, baptism, dedication and other special elements.
- Responsible for effectively communicating tech improvements and Weekend Service plan modifications as they arise.
- Communicate with Production Director and Tech Arts Lead as technical and production needs arise.
- Oversight of the scheduling for audio and media volunteers for campus specific events.
- Participate in periodic Worship & Arts Creative Meetings once or twice a month.
- Support additional projects or events at that campus per availability.

### **Qualifications, Gifts, Strengths**

- Committed follower of Jesus Christ supported by a personal testimony; must demonstrate a sound level of spiritual maturity for a leadership position.
- Commitment to the mission and vision of Walnut Hill Community Church.
- Although membership is not required, it is recommended that this person has attended the Starting Line Class.

- The position requires weekly Sunday commitment and basic remote administration such as scheduling volunteers, e-mail/Zoom communication in preparation for services.
- This person must have a high value of working with others and honoring them through preparedness, punctuality and encouragement.
- This position requires a person who has a strong working knowledge of sound systems and audio equipment for the live mixing of bands and speakers.
- The position requires a strong working knowledge of computers and media software to support video, audio and lighting.
- This position requires a person who has gifting in organization and administration.
- This position requires a person who can oversee technical staff/volunteers to produce high quality technical support for corporate experiences.
- The position requires a person who is a problem solver, quick to respond to ever-changing demands and tempos of production.