

Walnut Hill Community Church

Position Description

Position: New Milford Production Coordinator
Part-time (12 hours) hourly

Reports to: Campus Pastor, with accountability to Production Director

Position Summary

Walnut Hill's New Milford Production Coordinator is responsible for helping implement the vision for weekend services at Walnut Hill. This happens by ensuring excellence in audio, media and production each weekend at Walnut Hill's New Milford Campus. It also includes the administration and coordination of all production-based service elements at this campus. The person who fills this role should exemplify qualities of a strong leader. They will partner with the pastor and worship leader to shepherd the flow of services and tech volunteers. A qualified technician is preferred; however, training is available.

Specific Responsibilities

- Oversee the execution of the service flow for weekend services to ensure that they are presented with excellence and support and promote the overall vision of the church.
- Implement excellence in the audio, media and production elements each weekend.
- Able to operate tech booth 3-4 Sundays per month with or without volunteers.
- Oversee the process of recruiting, training, developing and scheduling in-service volunteer teams. These include audio, media, lighting and supporting creative elements.
- Work in conjunction with the Campus Pastor and Campus Admin to communicate with staff/volunteers, ensuring that all needs are met for the weekend services.
- Ensure that the Worship Center stage is service ready in appearance and functionality for communion, offering, baptisms, child dedications and other special elements.
- Effectively communicate weekend service plan modifications as they arise.
- Communicate with production leaders as any technical needs arise at the campus.
- Oversee the scheduling for audio and media volunteers for campus events.
- Be available for additional projects or event coverage as requested within budgeted hours.
- Participation in monthly meetings, mid-week evening rehearsal and staff meetings are a plus.

**Hours cover weekly operation of production equipment on Sundays, additional support for occasional Friday/Saturday evening events, mid-week rehearsal, stage equipment, software media/lyrics/slides setup and staff meeting (if schedule allows).*

Qualifications, Gifts and Strengths

- Committed and passionate follower of Jesus Christ, supported by a personal testimony and a sound level of spiritual maturity
- 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
- Works well within a collaborative team structure
- Has a high value of working with others and honoring them through preparedness, punctuality and encouragement
- Works well with others, including staff and outside managers, agents and ministry leaders
- Gifted in organization and administration
- Strong working knowledge of computers and media software to support video, audio and lighting
- Able to oversee technical staff/volunteers to produce high quality technical support for corporate experiences
- Problem solver, who is quick to respond to ever-changing demands and tempos of production