

Hope Community Church Job Description

Job Title: Multi-Site Technical Coordinator
Role for:
Reports to: Production Director
Supervises: N/A
FLSA Status: Exempt



Role Summary: Responsible for recruiting, equipping, and leading a team of volunteers in the successful execution of weekend services at a multi-site campus of Hope Community Church.

Key Result Areas:

1. Leading volunteers in recruitment and training of new volunteers.
2. Equipping volunteers to execute successful weekend services through the preparation and maintenance of campus equipment in collaboration with other multi-site coordinators, and leading pre-service "Walk-Through" of services each week.
3. Oversee schedule of internal and external events needing production support.

Essential responsibilities and duties:

- Attend weekly staff meetings and team meetings.
- Prepare campus for Thursday Rehearsals and Weekend Services.
- Travel between Hope Campuses as necessary.
- Maintain campus equipment.
- Communicate directly with production, worship, and volunteer teams.
- Assist with internal and external Hope events covered by Production Team.
- Affirm and support the statement of faith of Hope Community Church.
- Abide by and support HR policies and abide by all budget allocations.
- Actively involved in the life / culture of Hope.
- Able to lift 60 pounds.
- Other duties as assigned.

Key Competencies and Preferred Experience:

- Outstanding ability to encourage and develop others - must have very strong interpersonal skills.
- Strong planning, organizational skills, and attention to detail
- Strong communication skills, including written and verbal
- Flexibility, adaptability, and self-motivation
- Working proficiency of audio, lighting, and video equipment.
- Able to empower and equip strong leaders.
- Be self-motivated and able to work independently, while also being able to function cooperatively as a member of a team.
- Align with the vision, values, and doctrinal statement of Hope.
- Four-year degree or equivalent work experience preferred.
- Experience working in multi-site environment preferred.

Employee Signature

Date

Executive Director Signature

Date