

Hope Community Church Role Description

We are a family that loves God, follows Jesus & shares hope.

Job Title: Campus Production Coordinator

Direct Supervisor: Technical Production Director

Ministry Director: Pastor/Director of Programming and Communications

Direct Reports: None

Role Summary: The Campus Production Coordinator role for Hope Community Church is a full-time role aimed at individuals passionate about leveraging technology to further the church's mission and vision. This position focuses on understanding and implementing all technical aspects—particularly video systems, audio systems, and lighting systems—supporting worship, teaching, and community engagement. Production Coordinators are campus-based, report to the Technical Production Director, and are part of the Programming Department. They are part of a staff and volunteer team that ensures seamless technical operations to facilitate an immersive worship experience both on-site and online.

Foundational Responsibilities

- Connect people to the family of God helping them find belonging and purpose.
- Equip and empower others to grow spiritually and develop a life of ministry.
- Shepherd others by making sure they are cared for, supported, and encouraged.

Job Duties

- **Video & Audio System Management:** Knowledgeable management of video and audio systems, including operating and troubleshooting software like ProPresenter for presentations and ATEM Software and Hardware for video mixing and effects. Ensure all systems are optimized for live worship services and events.
- **Technical Project Leadership:** Lead and/or assist with technical projects, aligning them with the church's and Production department's goals. This includes upgrading live streaming capabilities, implementing new audio-visual technologies, and enhancing in-person worship experiences.
- **Operations:** Maintain day-to-day Production and Programming operations, AVL/Production equipment, and support church departments with their technical needs. This involves hands-on work and strategic planning to keep all systems running smoothly.
- **Training & Team Management:** Develop and lead a skilled team of technical volunteers at their campus(es). Provide training on the latest technologies and software to ensure a high standard of technical service.
- **Equipment Management & Procurement:** Manage the inventory, maintenance, and procurement of all technical equipment. Make recommendations for purchases and upgrades, focusing on enhancing in-person Gatherings and Worship Services, live streaming, broadcast audio, and overall worship experience.
- **Manage, plan for, communicate with, and operate all internal and external Events that use spaces in our facilities.**

Additional Responsibilities

- Craft and execute lighting schemes using MA2 consoles for diverse worship experiences
- Ensure each service is visually captivating and aligns with the church's thematic elements
- Curate and manage compelling visuals for worship services using ProPresenter and ProVideoPlayer, ensuring seamless integration with lighting schemes.
- Oversee the regular upkeep, troubleshooting, and efficient functionality of all lighting and visual equipment at their respective campus(es).
- Engage in strategic collaboration with the Production and Worship staff teams to enhance worship experiences
- Contribute to planning and operational meetings, offering insights into lighting, visual aspects, and beyond
- Experience with Planning Center Online scheduling and volunteer management
- Able to Lift 50lbs

Core Competencies

- Innovative Thinking: Ability to stay ahead of technology trends and apply innovative solutions to enhance the church's worship experience
- Problem-Solving Skills: Excellent analytical skills for solving complex technical problems under pressure, particularly during live events
- Team Collaboration: Demonstrated ability to work effectively in a team environment, fostering collaboration among staff and volunteers
- Passion for Ministry: A heart for serving the church and its community through technology, with a commitment to supporting spiritual growth and engagement

Qualifications and Requirements

- Experience training volunteers and creating volunteer friendly systems
- A team player with excellent communication skills
- Experience programming and teaching grandMA lighting consoles and Blackmagic Design video systems
- Experience operating, patching, and teaching Allen and Heath audio consoles and systems (e.g., dLive, Avantis, and SQ lines)
- Passion to grow the local church
- Software Proficiency: Knowledge and hands-on experience with presentation software (e.g., ProPresenter and ProVideoPlayer) and video mixing software (e.g., Blackmagic Design ATEM)
- Experience in lighting design
- Technical Expertise: Strong background in digital AVL systems. This includes setup, operation, and troubleshooting of complex systems
- Experience: Minimum of 3 years of relevant work experience in a church setting or similar environment, with specific experience in AVL/Production operations and volunteer leadership and training
- Leadership and Communication: Strong leadership skills with the ability to train, manage, and inspire a team. Excellent communication skills to explain technical concepts clearly to non-technical team members and volunteers

Expectations

- Regular attendance, engagement, and support of the weekend gathering
- Commitment to growing spiritually and intentional effort to disciple others
- Model missional living and actively engaging others to build missional community

Work Environment

Hybrid of office-based and multi-site locations
Occasional evening and off-day work for projects/events
Collaborative team setting
Flexible and dynamic work environment

Employee Signature

Date

Supervisor Signature

Date