



Job Description

Title: **Production Arts Coordinator – Fishers Campus (Part Time)**

Supervisor: **Director –Production Arts Fishers**

FLSA: **Non-Exempt**

Job Band: **Yellow**

Purpose of the Job

The Production Arts Coordinator role is responsible for championing production technology and leading volunteers for Grace Kids & Student ministries at the Fishers Campus. This includes leading, recruiting, shepherding, scheduling, and training volunteers who operate production equipment in services and events.

Essential Job Responsibilities

Volunteer Leadership

- ♦ Oversee a team of 20+ Production Arts volunteers through a leader and care structure. Expected to be a primary contact from Grace Church for them as individuals, connecting periodically outside of their volunteer responsibilities, and available for spiritual and personal guidance.
- ♦ Develop volunteers as leaders within the Production Arts-Fishers team utilizing Grace Church's Volunteer Leadership Pathway process.

Technical Leadership

- ♦ Serve as primary Production Arts contact for Grace Kids and Student Ministry leaders for their events to assess and respond to their production needs. Support includes obtaining event details, providing creative input, development of worship orders (production “road maps”), and implementation. This requires consistent and timely interaction with leaders in these ministries.
- ♦ Responsibilities include technical direction, first tier production troubleshooting, and operating equipment in meeting spaces as needed.
- ♦ Provide technical leadership to Grace Kids and Student Ministry events, providing assistance, training, and technical clarity to volunteers as they prepare, run rehearsals, and events. This includes events at mid-week and weekends.
- ♦ Provide technical assistance to offsite events as required. This can include volunteer scheduling, equipment rental and transportation, setup, operation, tear-down, etc., at various retreat locations.
- ♦ Develop detailed technical “road maps” for Student Ministries events which include details for each technical discipline (AVL), program transitions, and element requirements, etc.
- ♦ Oversee training of new, existing, novice, and experienced volunteers including digital / analogue audio and lighting consoles, presentation software such as SongShow Plus, video systems, and other automated systems. Providing training guides as needed.
- ♦ Assist or lead in set up and operation of technical equipment while supporting Grace Church events including Covenant Community, weddings, funerals, “special events”, etc. as needed.
- ♦ Champion the continuity of Grace Church Production Arts values, volunteer leadership and technical processes expressed at the Fishers Campus as defined in the Production Arts “Way of Production” document.

Essential Job Requirements

- *Education:* Bachelor's Degree in Communication, Media or Ministry preferred.
- *Physical:* Must be physically able to maneuver heavy stage equipment including monitors, platforms, and equipment up to 50 lbs. Must be comfortable operating hydraulic lifts and working above 25'.
- *Schedule:* Ability to work a varied schedule which will regularly include evenings and weekends.
- Personal Characteristics:
 - Adaptable flexible personality style, thriving on variety and new challenges.
 - Ability to work with a wide range of personality styles
 - Calm under pressure.
 - Strong desire for organization
- 2-5 years of progressively responsible production experience, preferably in a church environment
- Proven experience in the following areas of skill:
 - Leading adult volunteers, including training, shepherding and scheduling.
 - Ability to clearly translate technical knowledge and procedures into "layman" terms.
 - Demonstrated experience in large scale theatrical production systems including audio, lighting, staging, CG and video broadcast equipment.
 - Experience and ability to support large scale and small scale A/V/L equipment.
 - Ability to provide basic troubleshooting to all types of technical equipment including audio, lighting and video systems.

Desired Gifts

- ◆ Leadership
 - ◆ Administration
 - ◆ Creative Communication
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