

Lutheran Church of Hope  
Job Description

**Department:** Production

**Title:** Production Direction Coordinator      **FLSA:** Non-Exempt

**Date:** 2009.09.23      **Reports To:** Audio Technical Director

## **PURPOSE OF POSITION:**

Provides a variety of support tasks within the Production department including, but not limited to, Production direction for services and events, event preparation, event stage setting, event A/V coordination and light maintenance duties.

## **QUALIFICATIONS:**

- Live event direction or Theater Stage Management experience is desirable
- Background in mass communications is helpful
- Familiarity with today's audio, visual and lighting systems
- Technology (computers, projectors) skills
- Strong organizational skills
- Effective interpersonal skills
- Ability to communicate effectively with others
- Ability to facilitate learning for others
- Ability to work and thrive in a fast-paced working environment
- Two year technical degree or related experience preferred

## **ESSENTIAL JOB RESPONSIBILITIES**

- Oversees and provides support for evening venue production needs (20%)
- Provides A/V coordination services for special events (40%)
- "Sets the stage" for events such as rehearsals, worship services, weddings, funerals, banquets, etc. (10%)
- Performs regular preventative maintenance on Production equipment (10%)
- Operates Production equipment for venues as required (10%)
- Provides training for Production volunteers and for other church ministry members (10%)
- Keeps up to date on use of essential event production equipment/technology
- Extra duties as assigned
- Requires evenings, weekends, and holidays

## **PERSONAL PERFORMANCE CRITERIA**

- Strives to live a Christ-centered life, stemming from a personal relationship with Jesus Christ
- Works well with others, maintaining positive and effective relationships and communication with church staff and ministries, Production end-users, church members, and guests
- Contributes to creating a positive work environment
- Demonstrates honesty and integrity; respects confidentiality
- Arrives on time and works consistently until the end of the scheduled workday/project
- Takes advantage of professional growth opportunities related to his/her job
- Works independently and with confidence
- Demonstrates ability to grasp and adjust to new and changing situations
- Demonstrates initiative and ability to work without close supervision
- Adheres to safety rules

## **PHYSICAL REQUIREMENTS**

Must be able to see and hear within normal limits with or without corrective devices. Work involves normal activity of walking, standing, bending, stooping, kneeling and lifting weights up to 50 pounds. Must also be able to climb ladders and work at heights of 40' or more on catwalks or work platforms.

## **COGNITIVE ABILITY**

Requires the capacity to organize and think clearly while communicating, organizing, and evaluating. Demonstrates ability to multi-task and carry out detailed procedures with multiple variables.