

# Job Description

<b>Job Title:</b>	Production & Events Coordinator
<b>Departments:</b>	Production
<b>Status:</b>	Regular Part-time, nonexempt/hourly
<b>Hours:</b>	24 hours per week
<b>Special Considerations:</b>	Child Abuse, FBI and PA Criminal Background Clearances
<b>Schedule:</b>	Determined by supervisor
<b>Supervised by:</b>	Pastor of Administration & Worship Director
<b>Supervises:</b>	Production Volunteers

## **Position Summary:**

The Production & Events Coordinator manages all aspects of producing Sunday morning services by preparing all ProPresenter files and managing a team of projection operators, supports the Worship Director, and manages various events throughout the year.

## **Characteristics:**

The person in this position is to be a person who exhibits a vital, healthy, and growing relationship with Jesus Christ and is committed to the vision, mission, and leadership of Hopewell. This person will always strive for excellence, be of the highest moral character; be cooperative, teachable, and committed to unity in the workplace.

## **Qualifications:**

1. Possesses education or training or both that has adequately prepared her or him for this position.
2. Experience in a similar position and a proven record of dependability and skill.

## **Skills:**

1. Has excellent computer skills including word processing, publishing software, and web-based solutions. Experience with projection software and video editing is preferred.
2. Has excellent phone etiquette and demonstrates exceptional "customer" service.
3. Demonstrates stellar interpersonal skills including: teamwork/team building, communication (listening, speaking, writing), conflict management, and Christian nurture (encouragement, forgiveness, support, and confidentiality).
4. Must be highly organized, able to multitask, and good at time management.

5. Must strive for excellence in all areas of production.
6. Must be a strategic thinker, able to contribute to planning, task analysis, and implementation of plans.
7. Must be open to additional training and the skill development necessary to maintain excellence in this position.

**Duties and Responsibilities:**

1. Coordinate production for Sunday AM and Special Services.
2. Enter songs, message slides, video announcements, etc. into ProPresenter in the Main Worship Center (MWC) for all Sunday morning and special events.
3. Prepare a Spotify playlist of Sunday songs for eBulletin.
4. Generate reports for CCLI.
5. Generate monthly reports of music and core songs.
6. Manage Communion Team & prepare for monthly service.
7. Maintain inventory of “borrowed” items.
8. Attend all staff and department meetings as needed.
9. Manage in scheduling and coordination of weddings. May include coordination of production and audio/visual support as needed. Will require being present during the event.
10. Manage Funeral preparation, including providing assistance to the pastor officiating the service, worship leader; contacting the Meals Coordinator and working with the funeral directors. May also include the coordination of production and audio/visual support as well as printing materials for the service. Will require being present during the service.
11. Manage team of communion preparers and servers and coordinate set up.
12. Coordinate Service Planning Team meetings.
13. Coordinate “Lunch with the Leaders” as needed.
14. Coordinate testimonies and photos for baptisms and follow up with certificates.
15. Provide print materials for service planning team meeting and provide notes to participants from the meeting.
16. Coordinate with Pastor of Worship and Lead Pastor to produce service outlines. Includes assistance with or the creation of message slides.
17. Oversee CD ministry (physical message recordings).
18. Log/Organize Preachers stories, anecdotes and quotes.
19. Ensure the graphics used and/or created for lyric and message slides are accurate and enhance the worship experience.
20. Lead the Production/Projection Team. Provide / coordinate production and technical support as needed for MWC.
21. Ensure an adequate supply of batteries, light bulbs, etc. are on hand for services.
22. Assist senior adults in coordinating tech for their monthly luncheon.
23. Any and all other duties inherent to this position along with providing general ministry/office support as needed including cross-training, answering phones and assisting with special projects as needed.