



## **JOB DESCRIPTION**

**DATE:** March 30, 2021  
**JOB TITLE:** Cedar Falls Production Coordinator  
**LOCATION:** Cedar Falls Campus  
**REPORTS TO:** Associate Campus Pastor of Worship and Production  
**FLSA STATUS:** Full-time, Exempt  
**WEEKENDS:** Yes

### **SUMMARY**

The Cedar Falls Production Coordinator oversees the development and execution of the technical arts at the Cedar Falls Campus, serving personally at weekend services and through staff and volunteer leadership in all other sub-ministries at the campus. The Cedar Falls Production Coordinator must have the ability to solve technical issues with creative solutions, oversee implementation and execution of those ideas and lead, encourage and equip volunteers to serve. Hands-on technical gifting is essential along with the gifts of leadership and administration.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties, in addition to these may be assigned.

- Collaborate with the Associate Campus Pastor of Worship and Production to initiate resource, and implement the technical aspects of corporate worship services and events.
- Develop structured teams of volunteers who regularly serve purposefully on a team and help manage the technical arts disciplines-sound, live video, produced video, lighting, stage design, stage management, and set up/tear down.
- Develop and shepherd leaders within teams fostering an environment of creativity, authenticity, relevance, and excellence.
- Connect regularly with volunteers and develop their technical giftedness, but also on their walk with Christ, and resourcing them appropriately.
- Train staff and volunteers in order to enable turnkey technical operations for ministry-specific events.
- Assess technical needs and oversee the purchase, resourcing, and maintenance of all technical equipment and be able to problem solve and trouble shoot technical issues as they arise.
- Partner with all ministries in the church providing assistance, training and support.
- Oversee programming of all weekend positions including lights, sound, Pro Presenter, stage and video room.
- Coordinate and manage video projects with Cedar Falls Staff and gather video footage to edit for use in weekend services, campus sub ministries, social media, communication and promotional pieces.
- Provide video editing, color correction and creative use of editing software in the post production process.
- Develop system for managing campus social media pages and empower and equip campus staff to appropriately utilize system and manage social media content.
- Publish content to various Cedar Falls social media pages including, Facebook, Instagram, and Youtube.
- Serve as the primary technical coordinator for weddings and funerals relating to the Cedar Falls Campus.

**SUPERVISORY RESPONSIBILITIES**

- Supervise the volunteer team.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- Technical degree in related field preferred.
- Equivalent combination of education and experience acceptable.
- Five or more years of experience in the use of technical arts (audio, lighting, video).
- Experience in live, large venue productions involving multi-media.
- Proven, effective troubleshooting experience.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

**OTHER SKILLS AND ABILITIES**

- Have a proven track record of success.
- Have a cutting-edge knowledge of multi-media operations.
- Have knowledge of broadcast and web video for multisite playback.
- Be able to demonstrate expertise and professionalism in the technical arts (audio, lighting, video).
- Have the ability to manage the event calendar of the technical department including organizing staff, volunteers, and gear.
- Be prepared and on time for areas of responsibility.
- Communicate and establish effective working relationships with all levels of people, conveying a genuine concern for their needs and a desire to provide exceptional service, is essential for this position.
- Be creative, detail oriented, flexible and decisive with the ability to organize and coordinate work, set priorities and motivate others.
- Have the ability to perform strenuous physical tasks, ability to climb stairs and ladders, work long hours, and have a flexible schedule.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. This campus has a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_