



JOB DESCRIPTION

DATE: May 1, 2021
JOB TITLE: **Music Coordinator**
LOCATION: Central Services
REPORTS TO: Executive Director of Weekend Services
FLSA STATUS: Full-Time, Exempt
WEEKENDS: As needed

SUMMARY

The Music Coordinator develops the music ministry of Prairie Lakes Church by creating and providing worship content to all campuses, including the planning of weekend services, charting, track creation, lyric slides and music directing, to ensure that musical worship continues to grow in scope and excellence in harmony with the artistic and spiritual direction of Prairie Lakes Church. The Music Coordinator supports Prairie Lakes Church's Online Campus by supporting worship recordings and production.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

- Under the supervision of the Executive Director of Weekend Services and in partnership with campus Worship & Production Coordinators, plan, organize, and implement the musical elements throughout the year.
- Maintain a music library, including mp3's and charts, as well as new music.
- Support centrally created weekend service orders with musical content according to stated deadlines.
- Create and edit musical charts.
- Create programmed tracks, and Ableton Live sets.
- Populate Central Unified Planning Center Online services with service orders and musical content.
- Build lyric slides to match musical arrangements.
- Participate in evaluation and brainstorming of all artistic aspects of the weekend service, as well as other W&P staff and volunteer meetings.
- Lead new song selection process.
- Support the administration of the Central Services Worship & Production department, including communication to campus staff, scheduling of brainstorming and team meetings, and project management administration.
- Oversee planning, recording and post-production of Online Campus musical worship elements.
- Steward relationships and communicate effectively with volunteers across campuses who will participate in Online Campus worship recordings.
- Lead Online Campus worship recording process.
- Carry vision and develop long term growth plans for Online Campus worship experience.

SUPERVISORY RESPONSIBILITIES

The Music Coordinator will have no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. The candidate's daily walk with God will be an example to all.

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

- Bachelor degree in Music Performance/Education or related field preferred.
- Two or more years of experience playing or leading in a large worship environment.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. 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

- Ability to clearly direct all types of instrumentalists in a rock-style band.
- Ability to understand and translate complexities of music theory.
- Familiarity with, or comfortable learning:
 - Digital Audio Workstations such as Ableton Live
 - ProPresenter
 - Planning Center Online
 - Post-Production processes like mixing multitracked audio and editing multi-cam video footage
- Comfortable with video teleconference meetings
- Possess a highly creative energy and desire to elevate a musical worship culture
- Possess strong organizational and project management skills

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. Some buildings are multi-level with several sets of stairs, but are handicap accessible and equipped with an elevator. They are nonsmoking environments.

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 _____