



JOB DESCRIPTION

DATE: April 15, 2019
JOB TITLE: **Worship and Production Coordinator**
LOCATION: Grinnell
REPORTS TO: Campus Pastor
FLSA STATUS: Full-Time, Exempt
WEEKENDS: Yes

SUMMARY

The Worship and Production Coordinator is responsible for managing and executing all of the technical and artistic elements for the weekend services and special events at the Grinnell Campus and will lead and implement technical elements to ensure and promote the excellence of the musical elements of the services. The Worship and Production Coordinator will be committed to and support the philosophy and mission of Prairie Lakes Church and its leadership team.

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

- Plan and oversee the artistic elements of weekend services, including the administration and troubleshooting of the technical aspects of worship services and events at the Grinnell Campus.
- Support and execute services in conjunction with the Worship and Production staff and the Campus Pastor.
- Recruit, train and develop volunteers to help with all areas of technical arts including sound, live video, lighting, stage management, and set-up/tear-down.
- Cultivate an atmosphere of servant-hood, unity, humility, and gift-based volunteerism as well as musical and technical excellence among the volunteers of the campus.
- Schedule volunteers to adequately support the campus weekend services.
- Lead worship volunteers in the selection of worship songs and creation of charts, ensuring they are created in the proper keys and according to stated deadlines.
- Maintain, troubleshoot and track campus technical equipment.
- Work closely with Central Services Worship and Production staff to ensure look and feel of weekend services are in line with the original vision of the message.
- Collaborate with Central Services to plan and execute weekend services.
- Lead, schedule, and coordinate rehearsals.
- Maintain Planning Center Online to schedule volunteers, to accurately reflect weekend service plans and to house musical charts and mp3's for volunteer use.
- Partner with other campus ministries in providing musical assistance, training, and support.
- Ensure copyright compliance.
- Plan and lead the monthly All-Team meetings for the Grinnell Campus for volunteers.
- Attend and participate in Worship and Production brainstorming meetings via video conferencing.
- Help coordinate baptisms and child dedications, as assigned.
- Attend Campus specific meetings

SUPERVISORY RESPONSIBILITIES

Supervise and coach volunteers in the Worship and Production ministry at the Grinnell Campus.

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

- Bachelor's degree with a technical or arts focus preferred.
- Equivalent combination of education and experience acceptable.
- Expertise and experience in the use of technical arts (audio, lighting, video).
- Proven, effective troubleshooting experience.
- Experience in and strong understanding of the musical arts and artistic communities.

OTHER SKILLS AND ABILITIES

- 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.
- Possesses strong relational skills
- Effective at shepherding and team building, with the ability to lead with a spirit of discernment.
- Possess an ability to clearly and effectively communicate with artists of all types.
- Ability to 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.
- Possess strong organizational and project management skills.
- Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate tasks and people, set priorities, and motivate others.
- Ability to perform strenuous physical tasks, ability to climb stairs and ladders, working long hours, and have a flexible schedule.

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.

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. It is 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 _____