

Pasadena Production Coordinator – Job Description

General Description

In support of the Production Director, the Pasadena Production Coordinator is responsible for the overall technical coordination, administration, and implementation of the production process for the Pasadena campus as it pertains to worship services at Lighthouse Church (LH). This includes coordinating communication between the Production Team, Worship Leader, Teaching Pastor, and associated volunteer team leaders/members ultimately ensuring timely, quality production of our Pasadena campus worship experiences.

Essential Job Functions

1. Function as the technical leader, primary programmer and subject matter expert in the tech booth; coordinate all activities for rehearsals and live production; ensure any issues are resolved quickly and with minimal distraction and negative impact on worship services and special events.
2. Regularly review the sermon calendar and provide support to the Production Director in the creative design and production of worship services, programming, and special events. Communicate the need for information or clarification as needed.
3. In support of the Production Director, document creative service elements and production ideas in Planning Center Online as the central location for all details associated with a particular series/worship service/event.
4. Coordinate campus to ensure all production needs (cue sheets, volunteer schedules, information sheets, work instructions, etc.) are provided for all services and events, including needed repairs and maintenance and upgrade recommendations.
5. Function as administrator/coordinator for the Production Teams, keeping team members informed, trained and ready to serve.
6. Ensure proper setup, organization, maintenance, and overall cleanliness of stage and production areas.
7. Specify, obtain, and organize all necessary production ministry supplies/equipment (USBs, batteries, light bulbs, etc.); organize new purchases and regularly perform equipment maintenance to ensure all assets are fully functioning and working properly.
8. Build and maintain the LH culture across our audio & visual teams.
9. Stay current with leading technologies, advising the Production Director as to the recommended direction of the Production team.
10. Perform other duties as assigned.

Education and Experience

The ideal candidate has been a partner of LH for no less than 1 year. This position requires a minimum of 3 to 5 years of experience as a staff member in an Arts ministry or other related production support capacity. Possession of a BS/BA Degree in Business, Theater, Film, Video Production, Graphic Design or related field is a plus. The successful individual will be a self-starter, organized, and possess the ability to see major projects through to completion, resolving issues as needed along the way. A working knowledge of Microsoft Office, ProPresenter, Planning Center Online, Jands Vista lighting, audio mixing, and other related production applications is required, along with significant knowledge of and experience with internet resource gathering.

Compensation

This is a part-time position (16 hours per week) compensated at a rate depending on experience. The schedule is subject to change.