



WE ARE CALVARY

PRODUCTION COORDINATOR

CALVARY PRODUCTION VISION

We are committed to creating powerful and immersive worship experiences where people can encounter Jesus and experience life-change.

JOB PURPOSE

Support all ministries that require production support with excellence as well as help schedule and maintain volunteers in all the positions throughout the Production department.

GENERAL REQUIREMENTS

- Passion for excellence in the production quality of a worship experience
- Flexible and have the ability to make sound, critical decisions under pressure
- Ability to conduct job without supervision
- A team player with excellent communication and organizational skills
- Customer service mindset towards Pastors, Directors, colleagues, congregation and community members

KNOWLEDGE & EXPERIENCE

- 2+ years of production/technical experience or equivalent life experience
- Strong knowledge of AVL systems and experience in live production (camera operation, switching, theatrical lighting, and audio)

SPECIFIC RESPONSIBILITIES

- Primary focus on production support for Puyallup Campus
 - Sunday morning setup of audio, lighting and graphics computer
 - Scheduling Puyallup Production team
- Help recruit additional production volunteers
- Production support for various weekly and weekend events including, but not limited to: Rooted, C7 High School, Calvary Kids, JAM, Celebrate Recovery, CYA, memorials, and weddings
- Be proficient in the operation and care of all production areas and equipment to include but not limited to: Audio consoles (VENUE & X32), lighting consoles (M2GO), video switcher (ATEM Production Studio), broadcast cameras, video capture (Media Express), graphics software (ProPresenter), using microphones
- On-the-job training will be provided in any of these areas as needed

TERMS OF EMPLOYMENT

Regular Part-Time, Hourly Time Sheet employee, average of 25-30 hours per week

DIRECT REPORTS

Reports to the Production Director

Approved by:	
Date approved:	
Reviewed:	