

The Lakeville Location Production Coordinator supports the mission of Emmanuel Christian Center by overseeing all aspects of audio, lighting, and video for the location.

The ideal candidate will have a passion for live production and will be hungry to learn more. This person will have a great balance of skills, including the ability to interact with people and have technical skills in the areas of audio, video, and lighting. This unique position requires execution of live production best practices, while carrying them out in a manner consistent with the Core Values of Emmanuel Christian Center and a drive for standards for excellence.

The schedule for this position: 7 hours Sunday, 9 hours Monday, split between Spring Lake Park and location, 4 hours Wednesday at location.

Requirements

- One to two years of experience in audio, video, and lighting with a specialty in audio.
- Proficient with: Pro presenter, Planning Center, HOG and Vista Lighting, switching/patching audio inputs for live sound, mixing audio live, and video engineering.
- Familiar with Resi, Yamaha Live Mixes and Allen & Heath ME1 monitor stations, comms systems for communication during events.
- Ability to work and serve in partnership with other ministry leaders utilizing highly developed verbal and written interpersonal, communication.
- Minimum one to two years' experience as a Production Manager or Assistant Manager.
- Experience in live video.
- Demonstrated ability to perform high-quality work with minimum supervision.
- Ability to work well with others while under pressure and deadlines. Willing to learn, and an eye for excellence.
- Knowledge of some industry standards but ready to learn more about best practices, including specific tools, technology, and resources.
- Must be committed to making Emmanuel Christian Center your church home, the place where you worship and serve.
- Must agree and agree with and adhere to the Emmanuel Employee Code of Conduct.

Responsibilities

- Must demonstrate the ability to perform high quality work through multiple teams while staying flexible to an ever-changing environment, remaining within budget and upholding Emmanuel's vision, mission, and core values.
- Eye for excellence in all areas of live tech including sound, lighting, scenic design, and service production.
- Ability to work with and schedule a team of tech volunteers to fulfill weekend service goals.
- Strong knowledge and understanding of tech systems.
- Ability to recruit/train/develop tech team members to fulfill tasks and execute at a high level of production excellence.
- Provide leadership and volunteer scheduling on the weekend to tech teams in areas of Audio, Lighting and Service Production.
- Troubleshooting skills, so that when issues arise, you can design, repair, and install tech audio, lighting, scenic (stage design) equipment.
- Six hours per week will be filled Sunday during services and four hours doing scheduling, PCO, Sunday prep, set-up, tear down, and other needs that arise.
- Champion the culture and support volunteers in it.

I have read and I understand the duties and responsibilities of this position.

Signature _____

Date _____