



## Job Description and Qualifications

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Job Title:	<b>Worship Production Coordinator</b>
Department:	Worship
Incumbent:	Open Position
Position Status:	Part-time, 16-20 hours per week. Flexible, but generally Tuesday afternoon, Saturday evening and Sunday morning.
Classification:	Hourly, eligible for overtime
Reports To:	Director of Worship
Supervises:	None
Date:	July 28, 2016

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### **Purpose**

Coordinate all non-audio aspects of production for worship services and special events, including set design, lighting, and image magnification systems. Also responsible for volunteer and staff training and maintaining storage and inventory of equipment and materials.

### **Primary Duties**

- **Set Design** - Create and implement vision for each of the worship spaces in the building. Management and storage of all set pieces and decorations and props.
- **Lighting** - Work with tech staff and booth volunteers to design and implement lighting strategies in worship spaces and schedule staff or volunteer support as needed.
- **Image Magnification** - Working with booth volunteers to design and implement image magnification strategies in worship spaces and schedule staff or volunteer support as needed.
- **Scheduling** - Work with Facilities to schedule worship spaces. Work cross-departmentally and with outside events to provide the best experience for non-worship services while still serving the weekly needs of worship services.
- **Budget** – Work with Directors (Worship, Technical, and Facilities) to give input to the technical and worship departments' budgets.

### **Knowledge/Skills**

- Ability to work professionally and delegate responsibility to others in a time critical environment.
- Enough knowledge of lighting concepts to communicate easily with lighting staff and volunteers.
- Enough knowledge of image magnification concepts to communicate easily with tech booth and volunteers.
- Computer experience, including mac and pc operating systems, programs such as ProPresenter and digital light boards.
- Ability to translate and implement creative vision.
- Ability to manage projects, timelines, and volunteers and staff contributions.
- Ability to train volunteers, with an eye to CHPC's strategic ends.

### **Education/Training**

- High school graduate or equivalent.
  - Experience creating set pieces for multi-use spaces desired.
  - Theatre/drama tech background helpful.
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