



# Worship Arts Department Staffing

## Production Coordinator

# Production Team Staffing

## Virtues For a Team Player

**Humble** | Humility is the single greatest and most indispensable attribute of being a team player. Humble people are quick to point out the contributions of others and slow to seek attention for their own. They share credit, emphasize team over self, and define success collectively rather than individually.

**Hungry** | Hungry people almost never have to be pushed by a manager to work harder because they are self-motivated and diligent. They are constantly thinking about the next step and the next opportunity. This is a manageable and sustainable commitment to doing a job well and going above and beyond when it is truly required.

**Smart** | Smart simply refers to a person's common sense about people. It has everything to do with the ability to be interpersonally appropriate and aware. Smart people tend to know what is happening in a group situation and how to deal with others in the most effective way. They ask good questions, listen to what others are saying and stay engaged in conversations intently.

## Objective

Our weekly worship experience is our community's corporate worship offering to God. These corporate worship events are designed to glorify God and to inspire our people to deeply connect with our Creator and are inherently impossible for us to experience on our own. It is our responsibility to provide environments and experiences that provide opportunities for our people to make this connection. Modeling worship and facilitating this connection is at the core of our worship arts mission at OVCN.

As worship leaders, we are charged to model our church community's worship activity as we lead in response to Almighty God and His presence among us. In our context, our worship activity includes effective use of the arts as we create these environments that facilitate our salvation message. Our ministry at OVCN requires utilization of live performance, video creation and presentation, utilization of lighting and audio technologies as well as the effective use of print media. As we manage the team that hold these responsibilities, it is our desire to streamline the day-to-day operations of the OVCN Worship Arts department and gather the personnel, tools and processes needed to produce engaging expressions of authentic worship in the life of our church community.

## Goals

We believe that the deployment and effective management of our technical operations is an important element in our strategy to provide for worship arts ministry in our church. We want to gather the resources and expertise necessary to best deploy our staff and volunteers to serve God and our church with our efforts. We will manage the leadership of production personnel, resources, and efforts from the office of the Production Coordinator.

## Production Coordinator

The Production Coordinator will lead under the leadership of the Production Director and will handle much of the same responsibilities without having staff management requirements.

The Production Coordinator must be a strong team player with excellent social and communication skills, able to effectively lead the teams that produce solutions for the production needs of OVCN church community. He/she should be a creative individual who is able to make contributions in planning efforts, effectively lead video production, plan, and deploy excellent audio and lighting production, provide for production Installation needs, lead stage set installation and advise in the production needs of our campus facilities. The Production Coordinator must also have proven high levels of expertise in the following areas: current lighting technology and usage, leading audio technology usage, excellent technical troubleshooting skills, image magnification technology, camera technology, photography, green screen technology, large venue off-site production management and have an extensive network of relationships with other production professionals. The Production Coordinator must maintain a healthy balance between work and family life to ensure that his/her life is a strong Christian example.

## Personal Attributes

- A deep, evident love of Christ, Church and Kingdom that shapes all aspects of his/her life.
- Personal qualities of integrity, credibility, and a commitment to the mission, vision, and core values of Oro Valley Church of the Nazarene.
- A commitment to a lifestyle of continual growth in both character and competency.
- Catalytic leadership - a high energy self-starter who gets things done and makes things happen.
- Team player - Someone people will follow, but who is also willing to be a great follower. Must be adaptable, receptive to change, constantly striving for excellence.
- Must possess a genuine humility.
- Must possess a genuine positive attitude.
- Able to succeed in a high expectation environment. Demonstrate ownership of responsibility.
- Exhibit courage in the scope of the role.
- Must be willing to collaborate.

## Responsibilities as Assigned by the Production Director

- Assist in the leadership of all production responsibilities of our worship venues.
- Help develop and lead strategies for set-up/tear down, planning, testing, and maintenance so that all production aspects of services are deployed at optimum efficiency.
- Attend and contribute to production meetings with OVCN leadership.
- Provide production leadership for OVCN weekly services/events on and off campus with specific attention to our satellite campus. These events include all weekend services but also include such things as weddings, funerals, Bible Studies, band practices, choir rehearsals, Joy Fellowship events, Missions team events, special events, etc.
- Care for and help lead the production needs of our worship venues including ensuring setup and teardown for all events that take place in all of our locations. This role will be deploying these strategies for our satellite campus as a main responsibility.
- Creation and management of video and graphic resources as needed under leadership provided by the worship arts pastor.

- Responsible for supporting the processes and tools that deploys graphics and video resources that appear on our church tv/projection services.
- With input from the worship arts team, help coordinate scheduling for the tech team.
- Communicate with the volunteer teams responsible for weekly and event production operations.
- Proficiency in worship planning and scheduling software (Planning Center Online and CCB - Church Community Builder)
- Coordinate ministry event production requests through Planning Center Online and CCB (online database for people and facilities).
- Assist in providing online video/audio broadcast leadership for events at main and satellite campuses including special events when needed.
- Provide post-editing work in a timely manner for online content after church services and events.
- Advise on and when required, lead OVCN facilities production development.
- Help to troubleshoot, maintain, and provide replacement solutions for production equipment in our facilities.
- Help provide purchase recommendations and handle procurement in consultation with Production Director, and handle installation when necessary.
- Assist with studio audio mixing for church recording projects and online content.
- Professional completion of time sensitive tasks related to weekly events and services.
- Consult on the execution of the OVCN production ministry area of the worship arts budget.
- Volunteer development through training, strategic deployment and personal encouragement.
- Help provide production leadership for all OVCN ministry leaders.
- Under the direction of the worship arts pastor, assist with developing and creating the stage sets for use during sermon series and special events.
- Help provide production leadership for set installation and onstage/offstage management and storage.
- Proficiency in AVL wiring, soldering, repair, troubleshooting, and maintenance.
- Work with the team to provide for other needs inside or outside the production coordinator role as required by the Worship Arts Pastor and Executive Team of OVCN.

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Agreed, Accepted and Signed by:

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Date