

## SUPPORT & DEVELOPMENT

# WORSHIP & PRODUCTION ADMINISTRATOR

REPORTS TO: S&D WORSHIP DIRECTOR

RELATES CLOSELY WITH: PRODUCTION DIRECTOR, WORSHIP & PRODUCTION TEAM, EXPERIENCE TEAM

CLASSIFICATION: FULL-TIME // SALARY//ON-SITE //INCLUDES HOLIDAY, WEEKEND, AND EVENING HOURS.

The Worship & Production Team Administrator plays a vital role in ensuring the operational success of the worship and production teams at Flatirons. This role is central to fostering seamless communication between the team and other ministry departments, managing the logistics and coordination of events, and overseeing the systems and processes that keep the worship & production team running smoothly and effectively.

### PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

### PROFESSIONAL QUALIFICATIONS:

- 3+ years of professional administrative/event planning experience
- Excellent oral and written communication skills
- Proficient in Microsoft Office Suite including Outlook, Excel, and Teams
- Proven experience in coordinating and vision-casting large teams.
- Self-motivated and able to manage multiple tasks
- Organized, disciplined with priorities, meticulous attention to detail
- Experience with project management or database software such as Rock RMS, Monday, Planning Center or similar.
- Ability to handle confidential information with discretion, diplomacy, and tact.

### PRIMARY RESPONSIBILITIES:

- Internal communication & Oversight for all W/P Requests
- Manages Master Calendar for all worship and production events
- Approving Contractor payment requests
- Sending budget to actual reports to Production Managers and Worship Pastors
- Onboarding new contractors and volunteers in ROCK(RMS)
- Schedule and manage rehearsals/worship services and special events in Planning Center Online (PCO)
- Assist in the creation of trimester schedules for W/P teams.
- Schedule W/P for staff devos and weekend devos
- Planning & organizing W/P team nights, masterclasses, and special calendar events
- Overseeing plans & execution for student camps, retreats, etc.
- Take detailed notes during meetings and communicate important information and action items to relevant team members and departments.

- Assist in creating and updating policies and procedures for the W/P teams.
- Develop initiatives for recognizing and appreciating volunteers in the W/P teams.
- Scheduling all catering orders for Lafayette Campus events.
- Keeping team green room and Teacher greenroom fully stocked at Lafayette Campus.

#### BENEFIT INFORMATION:

- Annual Salary: ~ \$50,000
- Base Health, Dental, and Disability Insurance 100% cover by Flatirons
  - Buy up options and additional coverage, including vision and insurance, are available.
- 3 weeks of PTO per year with an additional week off after Christmas services.
- 403(b) retirement plan with a matching contribution of up to 10% of your salary.
- Discount on Tuition at Flatirons Academy.