



**Position Title:** Campus Production Coordinator - DeForest  
**Reporting Relationship:** Creative Director  
**Exempt Status:** Part-time, Non-exempt – 10 hours per week

**Ministry Description:** The Production Coordinator is responsible for overseeing tech relevant to services, rehearsals, and events at the DeForest Campus.

**Primary Responsibilities:**

- Load and manage ProPresenter for services
- Set stage and soundboard for services
- Oversee the implementation of audio/visual aspects for rehearsals and services to ensure high quality and limited distractions
- Clear stage post-service for mid-week format
- Assemble media needed for each service
- Train and support ministry leaders on how to run equipment for their ministry
- Maintain and service production equipment
- Leading and expanding team of production volunteers
  - Monthly scheduling of volunteers for services and ministry events
  - Train volunteers

**Professional Qualifications:**

- Proven knowledge and experience working with digital sound boards, or 1+ years' experience
- Proven knowledge and experience mixing live or recorded sound, or 1+ years' experience
- Knowledge and experience working with AV equipment (cameras, lighting, etc.)
- Knowledge and experience with up-to-date audio equipment and technologies
- Troubleshooting and problem-solving skills
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Ability and willingness to lead and train volunteers

**Preferred Competencies and Experience:**

- Knowledge and experience working ProPresenter
- Knowledge and experience working with Planning Center Online
- Knowledge and experience working with multi-tracks and audio interfaces

**Personal Qualifications:**

- Maintains personal, spiritual and professional development
- Possesses a vibrant growing personal committed relationship with Jesus Christ
- Supports the Mission and Vision of Door Creek Church

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.