

TIMES SQUARE CHURCH

Production Coordinator | Job Description

Department: Creative

Direct Oversight: Creative Director

Supervisory Responsibilities: All Production Volunteers (cameras, video directing, computer graphics, lighting, stagehands, etc.)

Key Relationships: Creative Director, Production Director

Qualifications

- Proficiency in Premiere Pro, bonus if you have experience with After Effects, Audition, Photoshop, and Davinci Resolve as well.
- Familiarity with ProPresenter, Ross Dashboard, BlackMagic VideoHub, and various projector control interfaces
- Intermediate MAC and PC proficiency
- Excellent project management and personal organization skills
- Ability to recruit, train and lead a team of production volunteers
- Ability to troubleshoot and problem solve quickly
- Basic understanding of lighting consoles and video production equipment
- High attention to detail.
- Proactive and ability to problem solve.
- Great time management skills.
- Willingness to work nights and weekends.

Primary Responsibilities

(Includes, but not limited to the following)

- Oversee and coordinate any rental equipment utilized by department for services and events, including lighting fixtures, consoles, projectors, screens, and any labor associated therewith
- Assist with campus Production projects, such as system installations, upgrades, and repairs, as needed on a weekly basis
- Attend all volunteer recruitment opportunities on behalf of Production team to recruit new volunteers.
- Oversee all database management, including contacting potential volunteers, conducting character interviews, maintaining contact/following up with potential volunteers after interviews, and maintaining an active team roster.
- Create and maintain volunteer training processes for all production volunteers including lighting, computer graphics, video system controls, camera operators, stagehands, etc.
- Schedule all production volunteers for each Sunday service as well as Tuesday prayer meeting and all ministry events at TSC (EX: Youth, Young Adult, conferences, etc.)

- Edit Sunday sermon and post to TSC website and YouTube channel by Sunday night at 8pm
- Edit Tuesday prayer meeting sermon and post to TSC website and YouTube channel by Tuesday nights at 10pm
- Edit Sunday sermons and add intros/outros and post to Apple podcasts, Spotify podcasts and all other RSS feeds by Sunday nights at 8pm.
- Edit Sunday sermon to fit TV broadcast specs and send to all 12 TV stations that show TSC sermons by Tuesdays at 3pm.
- Insert time cues and topic tags to Resi files immediately after Sunday sermons to prepare for website search function.
- Record, edit and post 260 Journey podcast daily (Monday-Friday) to Apple, Spotify and RSS feed.
- Record, edit and post Masterclass podcast daily (Monday-Friday) to Apple, Spotify and RSS feed.
- Assist with the distribution of all content for LED screens for Sunday services and Tuesday prayer meetings as well as any ministry specific events in the sanctuary (EX: Youth, Young Adults, conferences, etc.)
- Assist with programming visual cues and operating lighting console for services and events as needed.
- Run cameras for all major church video shoots including weekly sermon and worship pre records as well as other videos as assigned (EX: outreach videos, testimony videos, ministry specific videos, promotional videos, etc.)
- Create content and edit videos as needed for TSC social media platforms.

Culture Standards

- Has a positive, fun, and enjoyable attitude
- Enjoys working hard and optimistic about challenges.
- Teachable and open to asking for feedback regularly.
- Focused on the development and discipleship of others.
- Creates a feeling of belonging on the team and fosters open dialogue.
- Responds to emails, texts, and other lines of communication promptly.
- Effectively communicates process, progress, and results.
- Can facilitate effective brainstorming.
- Has a sense of managing the creative process.
- Develops new and unique ideas.
- Has good judgment about which creative ideas will work in the church setting.
- Sets objectives and goals.
- Concentrates his/her efforts on the more important priorities and manages time well.
- Anticipates and adjusts for problems and roadblocks.
- Not fearful of acting with minimal planning.