

# Production Coordinator

<b>Application Closing Date:</b>	<b>Sunday 5th February</b>
<b>To Apply:</b>	Please send a CV and covering letter to <b>josh.john@kingsarms.org</b>
<b>Interview Date:</b>	<b>Thursday 16th February</b>
<b>Role:</b>	<b>8-12 hours per week</b> (6 hrs on a Sunday, remaining hours on a flexible basis on agreement with Team Leader)
<b>Pay:</b>	<b>£29,864 - £31,650</b> pa, dependent on skills and experience ( <i>full time salary equivalent based on 40 hours pw, to pro rata according to the contracted hours</i> )
<b>Holiday:</b>	25 days annual leave plus bank holidays ( <i>all pro rata</i> )
<b>Probation Period:</b>	6 months
<b>Place of work:</b>	King's House, 245 Ampthill Road, Bedford MK42 9AZ

## 1. PURPOSE

To coordinate the technical production needs of our Sunday meetings at King's House (9:30am & 11:30am/Livestream) with specific oversight of our Visuals and Livestream Teams. To work alongside our Facilities Team and various King's Arms Church teams in the smooth management of tech setup.

## 2. PRINCIPLE ACCOUNTABILITIES

Reporting to the **Worship Team Pastor**.

## 3. CONTEXT

The King's Arms has grown rapidly over the past few years, with a gathered community that now exceeds 1,000 people and an influence that spans multiple churches in multiple nations. The church operates as a multi-site community, with four Sunday services across three locations (9:30/11:30 King's House, University and Livestream).

The associated and increased need for investment in the operational and technical aspects of leading a large church in its worship life have become increasingly important but also complex, therefore we need additional leadership capacity to navigate this.

## 4. PRINCIPLE RESPONSIBILITIES

### a) Sunday Production Coordinator

- Ensure all tech equipment is ready and usable for our Sunday meetings at King's House every Sunday and maintaining a tidy tech booth.
- Leading and coordinating the delivery of consistently high quality production on Sunday mornings at our King's House location.
- Work alongside the Design and Comms team to ensure visuals and graphics are consistent with branding and work across all platforms.
- Problem solving throughout and after the meetings on various tech issues.

#### **b) Team Leader (Visuals & Livestream)**

- Lead, train and develop our **Visuals and Livestream** Teams for King's House Sunday meetings and Livestream; building a team and a sense of being together on a mission.
- Organise rotas and the use of Planning Center across teams.
- Support other locations in production training needs.

#### **c) One Church/Facilities Connection point**

- Liaising with key stakeholders to ensure appropriate production needs are met at King's House and other locations.
- Providing advice and training for production needs at special events.

#### **d) Other**

- Connect into the wider Worship Team and attend relevant meetings.
- Participation in staff activities including prayer meetings and other such gatherings and encourage participation of team members.

### **5. PERSONAL QUALITIES, EXPERIENCE & SKILLS**

We're looking for an applicant who is:

- Able to work under authority, in a clear and accountable way
- Is happy and capable of working on their own initiative and quick thinking in solving problems
- Can work in a team, lead teams and draw the best out of others
- Is comfortable communicating with a broad range of people
- Is self motivated and reliable
- Has the ability to prioritise and to manage their own workload in a fast paced environment

It is highly desirable that the applicant has:

- Very good technical knowledge and ability
- Experience of working live video production and livestream
- A quick learner and self starter
- Of Godly character and someone who wants to grow
- Has a passion for the Church and its culture and mission
- Excellent written, verbal and social skills
- Ability to train and coach others
- A good level of organisational ability
- Personal integrity and diligence
- Good knowledge of YouTube, ProPresenter and Planning Center

The above is not an exhaustive list and in addition to the above duties, you may be required to perform other duties as the needs of our business change. We reserve the right to amend the above duties as deemed necessary for the needs of the business.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity; dignity and due respect for all employees and clients or customers is consistent with the Company's Equal Opportunities Policy.