

Position Description

# Worship Production Coordinator

May, 2021

**Bethesda Lutheran Church**  
**Ames, Iowa**

**Status:** Stipend, Non-Benefitted  
**Supervisor:** Director of Music and Worship

## POSITION SUMMARY

The Worship Production Coordinator ensures the sound, video and livestreaming of Bethesda's worship services are delivered at a high level of quality. Working under the supervision of the Director of Music and Worship, and with the support of other professional staff, the Worship Production Coordinator will further Bethesda's purpose and vision by enhancing the worship experience for all people attending, both in person and online.

## DUTIES and RESPONSIBILITIES

1. Maintain and test all audio, video and livestreaming equipment to ensure optimal operation.
2. Ensure audio and video is broadcast to other spaces in the building, including the Sanctuary, Commons, Crossroads and Nursery spaces as needed.
3. Prepare necessary equipment and operate sound board during worship services.
4. Coordinate with streaming team to ensure high quality worship services.
5. Train and onboard new volunteers on relevant equipment, as needed.
6. Develops and maintains operation and troubleshooting checklist for equipment.

## INTERACTIONS

- Reports to the Director of Music and Worship
- Networks with the programming staff to coordinate events and activities.
- Work with Saturday Music Leader to ensure proper sound set up for musical instruments and vocalists.
- Supervises and works alongside volunteers from the congregation.

## PROBLEM SOLVING / DECISION MAKING

In addition to proper operation of equipment, the Worship Production Coordinator must diagnose both hardware and software issues with relevant equipment.

## EQUIPMENT / MATERIAL / PROPERTY / WORK ENVIRONMENT

Yamaha TF5 Audio Mixer, Vaddio 999-5625-000 ProductionVIEW camera control console, Helo H.264 streaming and recording encoder, numerous types of microphones for music and voice, WUXGA laser projection unit, computer, other general office equipment.

## MENTAL AND PHYSICAL DEMANDS

This position requires multi-tasking and the ability to deal with multiple interruptions. Good visual and auditory acuity are necessary. At times, s/he may be required to carry loads up to 30 pounds. "Normal" levels of physical risk exist related to the dangers of working with office equipment.

## SUPERVISORY RESPONSIBILITY

Coordinates the video and streaming/PowerPoint volunteers.

## **QUALIFICATIONS**

- Previous experience with running and maintaining professional sound board equipment.
- Relates well with members, staff, and volunteers
- Experience working in a church or non-profit organization is highly desirable
- Experience, knowledge and familiarity with “live” video production
- Basic knowledge of video production, especially as it relates to camera composition

### **Technical Skills**

- Proficient in Microsoft Office programs, especially PowerPoint
- Willingness to learn new technology and skills to enhance Bethesda’s worship experience

### **General Skills**

- Excellent written/oral communication skills
- Able to work effectively with individuals with diverse backgrounds regardless of age, race, or gender