



ALDERWOOD

PRODUCTION COORDINATOR

THE ROLE

Production Coordinators are important supporting members of Alderwood's Production staff, contributing to audio, video, and lighting (AVL) setup and operation to help ensure services and events are aesthetically welcoming, technically excellent, and distraction-free.

During a given week, a Production Coordinator may find themselves performing such diverse AVL tasks as mixing audio for a midweek or Sunday service, operating a video switcher for the church's livestream, installing lighting fixtures, setting up a portable PA for an outdoor event, mic'ing a drum set, troubleshooting wireless audio systems, color-balancing between projectors, and more.

SUMMARY OF POSITION

As a Production Coordinator, you will:

- Partner with the Production Director to assist with week-in, week-out AVL setup and teardown for services and events campus-wide.
- Perform a variety of AVL tasks as assigned during Sunday, mid-week, and special services and events, including but not limited to FOH audio mixing, video switching, ProPresenter operation, lighting console operation, camera operation.
- Assist with multimedia projects including video and podcast recording and editing.
- Assist in ensuring production environments are patched, clean, labeled, programmed, and weekend-ready on time and with excellence.
- Assist in ensuring AVL systems and equipment are in good function, up to date, organized, documented, and clean.
- Assist in coaching, training, and supporting Production volunteers and contractors.
- Act as event support, producer, or AVL technician as assigned.
- Communicate with Production Director, Senior Experience Director, and/or relevant event coordinators to determine production and media needs.
- Act as AVL setup and/or operator for offsite events (e.g. Students Camps) as assigned.
- Manage projects as assigned.
- Assist in implementing production designs, system upgrades, equipment installations, special services, and other team projects.
- Be available for additional work hours leading up to and during special services and events, e.g. Christmas, Easter, Worship Nights, Camps.
- Actively pursue professional growth in live production and leverage this knowledge and skill to help identify opportunities for organizational innovation and improvement.

SCHEDULE & REPORTING

- Approximately 28 hours per week; generally: Sundays, Wednesdays, Thursdays.
- Preparation for and execution of special services and events (e.g. Christmas, Easter, Worship Nights) may entail additional work hours; flexibility around these events is essential.
- Reports to the Production Director.

COMPENSATION

\$26 per hour, paid bi-weekly, with opportunity for growth.

QUALIFICATIONS

- Experience with live AVL production, or a strong aptitude and eagerness to learn
- Musical skills and/or background preferred but not essential
- Preferred experience with Yamaha live audio console ecosystem (DM7, CL, TF), Shure wireless systems, Meyer Sound systems, Dante networking, LiveProfessor software, UAD plugins, DAW software (Pro Tools, Logic Pro, or similar)
- Preferred experience with ProPresenter software
- Preferred experience with ETC lighting consoles (GIO, Element)
- Reliable, early-rising, and calm under pressure
- A team player who serves volunteers, takes direction easily, and is passionate for excellence
- In agreement with Alderwood's Mission and Doctrinal Statement and supportive of the ministries and vision of the church
- Must be able to lift and/or move up to 50 lbs. on a regular basis
- Strongly preferred: comfortable working at heights up to 50' and willing to become certified operating Mobile Elevating Work Platforms
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job