

## BRIDGE CITY CHURCH JOB DESCRIPTION

Job Title: **Production Coordinator**

Department: Production

Approved by: Lead Pastor/Campus Pastor

### ROLE

The Production Coordinator motivates, mobilizes, and leads media, lighting and audio teams, and the experience flow at a campus.

### WIN

Roles are performed with excellence to provide a distraction free environment at each campus.

### RESPONSIBILITIES

- Submit to the vision and direction of the Lead Pastor, Campus Pastor and Creative Director
- Coordinates behind the scenes details during weekend services
- Oversees and implements the systems and communications of the Production Leads
- Ensure that weekend worship experiences are rehearsed and arranged to limit distractions
- Pursue excellence in weekend worship experiences
- Ensure that the Media, Audio and Lighting Teams are cared for, trained, and scheduled

### REQUIREMENTS

- Is a mature follower of Jesus, a tithing member of Bridge City Church, family is in order, passion-driven, loves people, and exhibits leadership characteristics of a deacon (1 Timothy 3:8-13)
- Actively involved and supports the vision and direction of the church, participating in church events, ministry opportunities, missions, and moving self and others to discipleship and growth
- Passion for technology
- Leadership skills
- Administrative skills

### REPORTS TO

Campus Pastor with a dotted line to Production Director