

Job Description:
Production Co-ordinator



Responsible to:
Worship Pastor

Key Objectives:

To oversee production elements of Sunday services, across multiple sites and online, ensuring high quality delivery and minimising distractions, enabling people to meet with God through church services.

Role Responsibilities

- Overseeing the delivery of live-streamed Sunday services and weekly podcasts
- Developing quality & excellence in our production elements
- Working with the Worship Pastor to deliver excellent special services that serve as spaces for congregation members to invite friends
- Resourcing all sites with appropriate production gear, and delivering training for gear
- Recruiting, training and monitoring Production Team at all current sites, and future ones as they establish
- Overseeing and actioning the recruitment, training and monitoring process for the entire Production Team
- Overseeing the Production budget
- Responsible for upkeep of production gear

Personal Specification

Technical	Proficiency in multiple disciplines of production, e.g. audio mixing, video editing, camera operating Highly adaptable and able to work under pressure Experience of live production Experience working with volunteer teams
Character	Highly motivated and able to take initiative Comfortable working in a team-oriented environment A fast learner, a developer, with a critical eye focussed on excellence, who has the ability to encourage, train and build up volunteers. Have a passion for the church Desire to grow in character and leadership.

Personal Development

Through this role, the employee will gain:

- Leadership experience through mentoring others
- Leadership insight from contact with the church's Leadership Team
- Development of own creative skills
- Development of problem solving and teamwork skills
- A greater variety of practical knowledge through being involved in a wide number of events

Working requirements

Part-time, 12-month role (14-21hrs per week), including Sundays

Between £21,000 - £25,000 per annum (Pro Rata) depending on experience

25 Days Annual Leave (Pro Rata), plus statutory bank holidays (Pro Rata)

Attend Birmingham Vineyard Church

Attend Staff Meetings

Evening/weekend flexibility as required

Unpaid leave as agreed with Line Manager

Occupational Requirement

This post carries an Occupational Requirement on the grounds of religion and belief. Candidates applying must be able to demonstrate a Christian belief and value system in line with Vineyard Churches UK & Ireland Statement of Faith.

<http://www.vineyardchurches.org.uk/tools/statement-of-faith/>

Eligibility to Work in the UK

The job holder must be able to provide evidence of their eligibility to work in the UK prior to appointment and for the entire duration of employment.

DBS Clearance

The job holder is required to obtain and maintain satisfactory DBS clearance for the entire duration of employment.