



Foothills Unitarian

LOVE UNITES US ALL

Job Title: Production Coordinator

Our mission at Foothills Unitarian Church is to unleash courageous love in Northern Colorado and beyond. We make this a reality by inviting all those who enter our community to not only hear our progressive message but to become active partners in its unfolding work in their own lives, in our local community, and in the world.

Job summary:

As a part of making this vision a reality, the Production Coordinator works in collaboration with the Ministers, Music Director, and Director of Finance and Operations, as well as our off-site contractors, to coordinate the A/V production for Sunday Services and occasional mid-week events requiring A/V production.

Start Date: October 2022

Job status: This position is a non-exempt, part-time position, averaging 5-6 hours per week.

Compensation: Hourly rate of \$20/hour.

(This position is not eligible for additional benefits.)

Reporting relationship: This position reports to and is supervised by the Operations Manager, with additional initial training conducted by tech contractors and Ministers. This person will also support and work with AV/slides volunteers.

Job responsibilities:

Collaboration with Worship Team

The Production Coordinator works with the Worship Team (Ministry, Music, Hospitality) to provide all necessary support to produce a seamless audio and video experience for our weekly in-person Sunday service attendees.

Setup and Testing

The Production Coordinator is responsible for the weekly testing of equipment, including mics, soundboard, computers, lighting adjustments, etc. The Production Coordinator manages the live

stream using WireCast by TeleStream (a program that, if not previously familiar with, you will be trained on), which allows for switching between multiple cameras in the sanctuary, pre-recorded videos, and layering graphics to our feed. The Production Coordinator will also be responsible for supporting volunteers running our slide deck software—ProPresenter.

Post Production

The Production Coordinator is responsible for recording and uploading recordings of the sermon and the full service in accordance with the production schedule by the end of the day on Sunday, including, but not limited to BoxCast, YouTube, Facebook Live, etc.

Problem Solving

The Production Coordinator is the on-site problem solver for all things tech. It is not uncommon that tweaks need to be made, issues need to be diagnosed and we need to create a new plan to achieve a quality outcome. This person will need to feel comfortable working with tech under pressure and confident in making decisions to pivot when necessary. Problem-solving can happen during a live production, necessitating calm under pressure and ingenuity.

Core competencies:

- ***Present, Responsible and Capable:***
 - Shows up to work on time, as expected, with enthusiasm, fully present.
 - Takes direction and executes work in a detailed manner.
 - Has experience and skill in planning and implementing programs from idea to completion.
 - Patience and flexibility for when things don't go according to plan.
 - Works well under pressure and can quickly problem-solve tech challenges in the moment.
- ***Loves to Collaborate, finds joy in creativity, and has the skills to coordinate across diverse teams:*** Has a strong team orientation in working with fellow staff and congregants. Nurtures increased leadership capacity in lay volunteers to increase the impact of Foothills Mission.
- ***Good at Relationships, Boundaries, and at Navigating the Complexities of Community:*** Relationships of mutual trust and accountability are both the way things happen at Foothills, and the end we are seeking. The Production Coordinator will be good at -
 - Fostering healthy relationships with fellow staff.
 - Maneuvering sometimes complex situations with a non-reactive presence.
- ***Both Courageous and Humble in their Approach:*** The Production Coordinator will find ways to bring both a bold imagination for implementing our Foothills vision and mission, humility, and an orientation towards ongoing learning and sustained curiosity.

- ***Seriously Committed to the Work, but Not too Serious:*** Our mission is to unleash courageous love in a time filled with too much division and fear. In order to take up this mission, we know that we must center joy and gratitude. The Production Coordinator will bring energy of fun and a sense of humor and easy laughter to all they do.
- ***Committed to creating an ant-racist, anti-oppressive environment at Foothills:*** The Production Coordinator will be committed to recognizing and dismantling prejudice and oppression in all their forms, including within ourselves, allowing us to be more effective and trusted partners to people with marginalized identities at Foothills, in Northern Colorado and beyond.
- ***Has Current Knowledge and willingness to learn Tech and Social Media:***
 - Capable of learning all google apps.
 - Able to learn Foothills project planning tools.
 - Capable of learning and using Planning Center Online, our internal database for tracking and communicating with members; WireCast by Telestream, our broadcast system; BoxCast, our online streaming/storage platform; Youtube; Facebook. Our slide deck software; ProPresenter by Renewed Vision.
- ***This position is not open to church members.***

Date the job description becomes effective - 10/01/2022