

Production Coordinator

Standard Hours

Refer to standard policy for office hours

- Part – Time position (20-29 hours)
- Additional hours may be required periodically

Background, Skills and Experience

- Continually seeking an active relationship with God.
- A passionate communicator of the Gospel to coworkers, volunteers, kids, and their families.
- Preferably a graduate in elementary education, working towards a degree in elementary education, and/or have related work experience.
- Self-motivated in building relationships with coworkers, volunteers, kids, and their families.
- Ability to market the ministry in order to recruit and maintain volunteers.
- Dedicates themselves to growth and relevance in order to become a better communicator of the gospel.
- Able to multi-task and pay strong attention to details.
- Exceptionally organized and self-motivated.
- Familiarity with Apple software.
- Aptitude to learn new skills.
- Flexibility and adaptable to frequent changes.
- Punctual, professional in appearance and has a strong work ethic.

Job Responsibilities

- Identify potential BrookwoodKiDs volunteers and cast vision, values, and culture for the volunteer team.
- Facilitate and coordinate the training, orientation, and monitoring of BrookwoodKiDs large group volunteers.
- Equipping volunteers to communicate the Gospel through worship music, storytelling, video, and drama.
- Execute tasks related to the Volunteer Application including interviews and references for new BrookwoodKiDs production volunteers.
- Research music, staging, props, and videos to improve the large group environment.
- Coordinating and facilitating practices for Production Teams.
- Build relationships with your volunteers, parents and the kids through Sunday morning experience and church wide events.
- Regularly participate in the worship service at Brookwood Church.
- Passionate about sharing Brookwood Church and BrookwoodKiDs vision with families in the church, people in the community, and volunteers.

- Pray with and for your team, parents, volunteers and kids weekly.
- Create an engaging environment for kids to connect with God, other kids and leaders.
- Work under the leadership of BrookwoodKiDs Production Director and able to partner with the other BrookwoodKiDs Production Coordinator.
- Collaborate with BrookwoodKiDs Production Team about necessities for events, fun days and classes.
- Collaborate with the BrookwoodKiDs Production Team to plan props and create stage design.
- Work with production team to write scripts, executed filming and edit video projects.
- Coordinate volunteer scheduling with Planning Center for Sunday Mornings.
- Execute Pro Presenter presentations for Sunday morning programming.

Adventure Week

- Collaborate with Production Team to help develop theme.
- Work with Brookwood Production team to create stage designs.
- Collaborate with Brookwood Production team to environment all areas used to reflect theme.
- Be the liaison with the bandleader to facilitate the practices for worship.
- Facilitate hand motions for Adventure Week songs.
- Oversee and communicate with Worship Team and Hype team.
- Execute Pro Presenter presentations for Adventure Week large group and sites.
- Oversee week of backstage management pieces.

Management

Performance - Formal performance reviews will be held at the 90-day mark and then once a year.

Training - Requirements for individual's training and development needs will be determined.