

## **Production Coordinator - BrookwoodKiDs**

### ***Standard Hours***

Refer to standard policy for office hours

- Part – Time position (20-24 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.
- 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.
- Strong computer skills and familiarity with Apple software.
- Familiarity with Adobe Premier or Final Cut software.
- Aptitude to learn new skills.
- Flexibility and adaptable to frequent changes.
- Punctual, professional in appearance and has a strong work ethic.
- Flexible work hours and adaptability to frequent changes
- Ability to communicate from stage
- Creativity to brainstorm and present and complete ideas for events

### ***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.
- 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.
- Regularly participate in the worship service at Brookwood Church.
- 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

- Collaborate with team members for events, fun days and classes.
- Collaborate with the KiDs Production Team to plan props and create stage design.
- Work with KiDs 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 KiDs Production Team to create onstage games
- Collaborate with KiDs Production Team to environment all areas used to reflect theme
- Be the liaison with the bandleader and band
- Oversee and communicate with Worship Team
- Facilitate the practices for worship
- Execute Pro Presenter presentations for Adventure Week large group and sites.
- Oversee week of backstage management pieces- Prop ordering and organization
- Run backstage during the week of the event
- Run 2 training sessions for volunteers
- Adventure Week Sunday planning and participation

### ***Family Ministry***

- One Camp planning and attendance
- Volunteer appreciation planning and attendance

### ***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.
- Online training for skill and leadership development.
- Church visits and conference attendance for leadership training.