



## JOB DESCRIPTION

**Job Title: Production Coordinator**  
**Employment Status: Full-Time**

**Department: Production**  
**Senior Leader: David Eichler**

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Are you searching for a fulfilling career that aligns with your personal values of faith and love of Jesus Christ? Realife Church is looking to add to our **Production** team! Located in Greenfield, Indiana, Realife Church is a thriving and rapidly growing church started in 2007 with the mission of ***“Creating a place people love so they can experience a loving God.”*** This team member will bring experience and expertise in all elements connected to technical production, AVL management, and managing production volunteers to facilitate the production of excellent ministry events and worship services and accomplish the mission of Realife as we expand to additional campuses. For more information about Realife Church, visit [realifechurch.org](http://realifechurch.org).

### **KEY ASPECTS OF THE ROLE INCLUDE:**

#### **Worship Services**

- Oversee all technical production elements related to main worship services and ministry programs making sure positions are filled and executed with excellence. This includes Audio Engineers, Lighting, Stage Crew, Video Director, Camera Operators, Producers, etc.
- Lead production details to ensure smooth musical, technical and stage transitions, and work through appropriate channels to address issues. Review Planning Center service plans, ensuring all production elements are noted and communicated clearly with necessary teams.
- Oversee church-wide worship and production environments: Main Worship, Kids, and Students.
- Collaborate with the Leadership Team and contribute ideas for services and ministry events/meetings.
- Provide insight, expertise, and ideas related to AVL and stage design related to ministry events.

#### **AVL System and Equipment Management**

- Oversee designs, installations, and maintenance requirements for AVL systems ministry-wide.
- Develop and implement systems and procedures related to AVL requests.
- Proactively ensure all system needs are fulfilled and operational for ministry events.
- Meet with ministries to advise and support production needs for events and programs.
- Create and maintain a systems upgrade/refresh plan.
- Maintain an up-to-date inventory list of all AVL equipment.
- Coordinate the organization and orderly storage of all equipment, props, and production-related equipment.

## **Global Stage Design**

- Lead the charge in the development of creative design and implementation for stage designs across our worship environments.

## **Volunteer and Team Leadership**

- Actively enlist, equip and encourage a team of production volunteers (Dream Team).
- Facilitate the training of production Dream Team ministry-wide.
- Develop proactive solutions to engage Dream Team and potential staff to manage/execute all tasks necessary with limited resources.

## **REQUIREMENTS:**

### **Spiritual Life**

- The Coordinator should be first a Jesus-follower who demonstrates a life led by the Holy Spirit and displays the fruit of the Spirit in her/his life.
- Must exhibit a positive attitude, the heart of a servant, and a joyful spirit.

### **Skills**

- Ability to work without supervision
- Must have the ability and desire to lead and teach others
- Proven track record of effective time management
- Ability to produce great work results through organization, effective communication, and proactive problem-solving.
- A creative mind for new ideas, an artistic eye for excellent design, and technical skills to see a project through to completion.
- Ability to handle multiple projects effectively
- Excellent written, verbal and interpersonal skills
- Ability to conform to shifting priorities, demands, and timelines in a high-pressure environment.
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Must be willing to work with other departments

### **Knowledge**

In-depth technical knowledge of AVL systems.

### **Experience**

- 3-5 years of related experience within the Audio/Visual industry and/or church live event production.
- Proven ability to manage tasks, projects, and budgets.
- Experience leading teams of at least 10 paid staff or volunteers.

### **Physical Demands**

- Must be able to lift 50 lbs.
- Must be able to climb stairs, ladders, and scaffolding without a fear of heights.

**About You:**

- 1) You never ask, "Where did I put that cord," because you know exactly where it is!
- 2) Your mind is constantly buzzing with ideas to "make it better."
- 3) There is no problem that cannot be solved by a long night, an energy drink, and a few friends.

**How to Apply:**

Send your resumes and any portfolios showcasing your work to [david.eichler@realifechurch.org](mailto:david.eichler@realifechurch.org).