



## **Campus Production Coordinator Opportunity Profile and Position Description**

At Trinity Church, we are passionate about seeing a diverse group of people find a common story in Christ. Since Trinity started in 2007, we have committed ourselves to exalting Jesus Christ and honoring God's Word in all that we say and do. Our four-part strategy is to invite people to Come to Christ, then to Grow in Christ, Serve Him, and Reach others with the great news about Christ. As God has brought more people, we have continued to be one church which now meets in six locations, three Virginia Beach locations, one in Downtown Norfolk, one in Stuttgart, Germany and a mission campus in the Middle East.

### **Position Overview:**

The Campus Production Coordinator (CPC) is responsible for all of the audiovisual at the CPC's campus. Rehearsals, Sunday Morning, as well as AV maintenance. The CPC also is expected to support events at the campus immediately following the service on Sunday, communicate issues to the AVL Director, be available to support extra events at the campus, including large scale events (Easter, Christmas, Beach Services, etc.)

## **Position Description: Campus Production Coordinator**

### **Responsible/Accountable to:**

*AVL Director*

### **Strong Working Relations with:**

*Campus Pastor*

### **Expected Hours:**

The CPC is a part time position, up to 10 hours per week, which will vary by campus, depending on the needs, and general maintenance requirements of the campus. Approximate schedule and precise number of hours per week will be established in writing at the time of hire. Expectation is for a minimum of 48 Sundays per year.

### **Primary Responsibilities:**

- Build, and disciple a team of volunteers to cover all service production positions (sound, lights, Pro-Presenter, video switcher, producer) on Sunday mornings, week night rehearsals, and special events.
- Schedule teams for Sunday Services and events
- Ensure a standard of excellence that glorifies Jesus, through service production in all areas (Worship Center, Trinity Kids, Adult Education, etc.).
- Coordinate with AVL Director and Campus Pastor to create an atmosphere of worship in the Worship Center that adheres to the standards and vision of Trinity Church
- Maintain equipment and audiovisual infrastructure, both hardware and software, recommending repairs and upgrades as needed
- Assist with Audio Visual needs for all events at the campus.
- Assist with Audio Visual needs for Trinity-wide large-scale events, such as Easter, Night of Worship, Beach Services, Christmas Eve, and off-site events.
- Recommend improvements in design, execution, equipment and/or training processes.
- Work with IT Volunteers to maintain computers and network at Campus
- Coordinate with campus venue regarding specific AV concerns
- Actively participate in rehearsals
- Attend and participate in meetings with Service Production Team, and/or Campus Leadership Team
- Build and mentor volunteer team, of a wide age range
- Work with and disciple student volunteers
- Communicate all personnel and equipment issue in a timely manner

**Qualifications/Skills/Education/Experience:**

- Substantial audio/visual experience (live, broadcast, post-production)
- Proven ability to mix live audio
- Technical and mechanical ability
- High level organization and management skills
- Ability to plan ahead to identify solutions to potential problems that might arise at a given event
- Ability to troubleshoot complex audio-visual systems
- Ability to lift 50 lbs, and work at height for extended period of time

**Responsible For:**

- Service Production Volunteers

**Expectations**

- Be an active participant, and member of Trinity Church, being part of a community group and attending other Trinity Events
- Support the leadership and decisions of the Elder Board
- Understands the Vision and Mission of of Trinity Church, as it relates to the role of the Service Production and Broadcast Teams to fulfill that vision.
- Continue in spiritual growth and personal development
- Maintain consistent commitment to prayer and scripture
- Maintain strong homelife

**Support**

- Compensation (Hourly)
- Continuing Education as applicable
- Resources (books, journals, workspace, etc)
- Access to the Campus Service Production Computer, and supplies
- Uniform Shirt