



Elmbrook Church Position Description

Technical Coordinator

Job Summary:

The Technical Coordinator plays a key role in the production of all worship services and events of Elmbrook Church. It requires someone with a wide knowledge of various technical production pieces such as lighting, video, audio and IMAG. This person works behind the scenes to make sure all technical aspects of the service run smoothly. They are a team player and a team builder. This person must be flexible and able to manage their time to ensure the job gets done timely. This person must be flexible and work effectively.

Qualifications & Requirements:

- Demonstrate a vibrant and growing relationship with Jesus Christ
- Active participant or member of Elmbrook church who supports and endorses the statement of faith, core values and vision
- Possess experience and skills in team leadership
- Possess organizational ability to effectively coordinate a large, well-developed church production ministry
- Contributes to the creative brainstorming process for stage design, lighting, and special elements
- Be knowledgeable of equipment used within live production
- Develop team members to reach their greatest potential
- Manage time well to ensure all expectations get met
- Manage and care for people
- See the big picture and have the heart of a servant
- Exhibit good judgment, honesty, integrity, responsibility, punctuality and people skills
- Bring a fun, positive and energetic “can do” attitude to the team
- Have a willingness to learn
- Ideally has 2+ years of experience in worship and church production
- Have a knowledge of production elements such as lighting, video, audio and IMAG
- Possess the ability to learn computer based software used in production environments

General Responsibilities:

System Management/Maintenance:

- Troubleshoots lighting, video, and IMAG equipment issues
- Provides maintenance for lighting, video, and IMAG equipment
- Oversees the technical elements of a service at the Brookfield Campus
- Programs stage lighting and slides/lyrics for worship services and events
- Works with the Director of Production to implement new stage designs for weekend services and special events
- Ensures that the department is operating with current equipment

Weekend:

- Communicates with Director of Production and team members throughout services via headset
- Communicates any technical information pertinent to worship services and events to the Director of Production
- Operate Lighting, IMAG, Audio, or direct Video as needed
- Creates environments and atmospheres that enhance weekend services and events at the Brookfield Campus
- Archives video of weekend services
- Edits weekend videos for web

Volunteer:

- Works with the Director of Production to recruit production volunteers
- Works with the Director of Production to schedule volunteers through Planning Center Online
- Builds a team of volunteer stagehands

Employment Information:

This position is part time, hourly and classified as non-exempt
26 hours/week
Hourly rate - dependent on experience, skills & education

Benefit Package:

Paid Time Off (PTO) – Part-time employees who are scheduled to work more than 10 hours per week are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Staff Handbook for specific details.

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee's first anniversary, Elmbrook will match up to 5%.

Holidays – Part time employees who are scheduled to work more than 10 hours per week are eligible for holiday pay if the holiday falls on their normal scheduled workday. There are 10 holidays recognized by Elmbrook Church as paid holidays. Refer to the Staff Handbook for specific details.

Reports to:

Director of Production – Mark Carrao