

San Francisco Solano Catholic Church
Live Production Coordinator – Job Description

Position Title: Live Production Coordinator

Reports to: Parish Director & Pastor

Hours & Pay: Full-Time / 40hrs. per week / Exempt / Benefits

Job Description: The Live Production Coordinator will provide technical expertise and team leadership for all the church's sound, media, production and stage lighting related to worship, liturgy, religious education and ministries. This position requires flexibility of schedule to adjust to the needs of the church, with a wide variety of events that occur during the week and on weekends. This position receives pastoral direction from the Pastor, Parish Leadership and the Parish Director/Facilities regarding key aspects of the audio visual and related music ministry activities. The incumbent is responsible for recruiting and mentoring AV ministry technicians, employees and volunteers. This role ensures that all logistical and technical aspects of the program production/sound/AV/lighting are coordinated. This role ensures there are procedures, equipment setup, technology guidance and processes in place to ensure ministries and other events held on the campus can display scheduled content for planned activities. The Live Production Coordinator is responsible for, but not limited to:

Responsibilities:

- Direct management of AV/Sound/Production/Live-Stream/Lighting quality during Liturgical services, events, and ministry activities. Recommend software/applications to improve experience and maintain subscriptions and software for AV/Live stream.
- Attend weekend Masses and large events that require live production assistance. Confer with Coordinator of Music Ministry, Liturgy and Pastor to establish cues and directions for services and events.
- Ensure the proper formatting of slideshows for events/services ie: spacing and number of words per slide, finished product free of common errors such as grammatical, typographical and omissions.
- Ensure livestreamed activities run smoothly and address issues to support a successful experience for the viewers online. (Lighting, sound, quality)
- Assist team with production/recording (video and audio) content for internet broadcasts, videos, events as directed.
- Set up, test and clean up for all activities need AV/Production/Sound equipment such as microphones, speakers, projectors, sound board, mixing board, cables, etc.
- Responsible for inventory, control and maintenance of technical/sound/light/AV equipment. Monitor equipment that needs repairing or replacement. Coordinate with leadership on equipment purchasing, budgeting and usage for sound/AV/Production.
- Implement, lead, schedule and train AV/Production employees and volunteers for all liturgical, event, worship and ministry services and other functions requested for San Francisco Solano Church (SFS).
- Provide instruction manuals and guides for general use for AV volunteers.
- Troubleshoot and resolve equipment issues and media system problems for worship services, events and various ministries.

Qualifications & Requirements:

- Must be 18 years or older with two years of high school; high school diploma preferred
- Education/experience in live production; worship and liturgy focus preferred
- Education/experience in mixing and audio processing such as EQ, effects, gates, compression, etc.
- Video editing skills and experience with software
- Proficiency and knowledge of Mac platform, ProPresenter, Microsoft Office and other various software programs preferred
- Strong communication and leadership skills
- Great customer service attitude
- Ability to work well under limited supervision