



TITLE OF POSITION: Campus Production Coordinator - Odenton  
JULY 2021

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REPORTS TO: Odenton Campus Pastor

POSITION TYPE: Part-time, Hourly, up to 20 hours/week

PURPOSE OF THE POSITION: The role of the Campus Production Coordinator is to contribute to building a worship culture by overseeing campus specific production elements for weekend services, managing multiple teams, assisting the leadership of a campus, ensuring all worship experiences are executed with excellence, and recruiting volunteers.

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**RESPONSIBILITIES:** This position's responsibilities include, but are not limited to:

**1. Build strong teams.**

- Develop and train volunteers.
  - Recruit, onboard and train volunteers to provide fully staffed and capable teams.
  - Work with Annapolis Production Director to help each team member grow and develop.
  - Establish processes and systems that help team members create a consistent high quality experience and ensure they are being executed with excellence.

**2. Produce excellent experiences at gatherings and events.**

- Ensure that Production teams are fully scheduled in advance for each service and event.
- Create and maintain setup, teardown, and operating procedures at each location.
- Work with Annapolis Production Director to ensure all necessary media elements are prepared for weekend experience.
- Audio engineer for weekend gatherings.

**3. Manage equipment.**

- Oversee the purchase, maintenance, and operation of all audio, video broadcast, lighting, and media production equipment for Odenton Campus
- Develop detailed knowledge of operation and integration of all equipment.
- Create and maintain an up-to-date inventory of equipment at campus.

**PRIMARY STRENGTHS/GIFTS/TALENTS/SKILLS REQUIRED:**

- Leadership, administration, shepherding, encouragement
- Build Relationships: Uses appropriate interpersonal skills to work effectively with others on team and within staff; interacts with others in a personable, honest, genuine, and collaborative manner; builds coalitions and partnerships to enhance effectiveness.
- Communication: Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message, and invites response and feedback. Keeps others informed as necessary.
- Provides leadership and expertise over all things small groups, researches best practices/strategies as well as feedback to other ideas.
- Demonstrates good written, oral, and listening skills
- Builds Effective Teams: Creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- Planning and Organizing: Establishes appropriate procedures to complete work efficiently and effectively.

**BASIC QUALIFICATIONS:**

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area Community Church & our ministry
- Lives a healthy, balanced lifestyle that honors God, family and others
- Reliable, hard worker who multitasks well
- Self-starter who shows initiative and innovation skills
- Team player who works well with various personalities and has consistent positive influence within the team
- Teachable and approachable
- Administratively gifted
- Agrees with BACC Statement of Beliefs, position papers and meets all Ministry Partner requirements
- Attends BACC or is willing to begin attending

**PREFERRED QUALIFICATIONS:**

- Previous experience in worship/music ministry
- Proficiency with mixing consoles

- Experience leading and developing teams
- Excellent written and verbal communication skills