



# Video Production Coordinator Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

**JOB TITLE:** Video Production Coordinator

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Production

**REPORTS TO:** Lead Video Production Director

**POSITION SUMMARY:** Responsible for providing video systems support for primary ministry events working alongside the Lead Video Production Director. Responsibilities include serving as production liaison for assigned ministries, production venue ownership and maintenance, volunteer coordination, live video content oversight and execution for primary ministry events, and assisting with production and video systems projects.

**SPIRITUAL GIFTS:** Leadership, Serving, Administration

## ESSENTIAL SKILLS & EXPERIENCE:

- Live production experience required; ProPresenter experience required
- Knowledge of broadcast cameras, routers, switchers, scalers and other equipment preferred
- Must be a Watermark member or pursuing membership to apply

## POSITION RESPONSIBILITIES:

- Ownership of production resources in assigned production venue(s)
  - Organize, perform maintenance, and repair or replace equipment as needed
  - Check assigned venue(s) daily
  - Coordinate with ministries to maintain readiness of venue(s)
- Serve as a production liaison to assigned ministry team(s)
  - Collaborate in the planning and execution of live and/or pre-recorded events
  - Provide appropriate level of training to ministry staff in areas of technical production and distribution process
  - Initiate a minimum of quarterly meetings to understand ministry production needs
- Develop, shepherd, and coordinate volunteer teams
- Collaborate on production projects and events as assigned by the Technical Director and Lead Video Production Director
- Assist with production and video systems projects, maintenance, and execution

## MARKERS OF AN IDEAL CANDIDATE:

- Exemplifies values and objectives of the Production Team
- Create, collaborate, cultivate, and circulate
- One-team mentality, hosts not guests, Monday conversations, flexibility over frustration, solution-oriented
- Passion for providing technical support for the diverse needs of all ministries
- Passion for working with and training volunteers
- Dependable, discreet, friendly, professional, neat, and patient
- Flexible and open to feedback
- Technical troubleshooting skills/solution oriented
- Consistent self-leadership in the area of the spiritual disciplines