

**ST. SAVIOUR'S CHURCH GUILDFORD
PRODUCTION CO-ORDINATOR**

Job Description

Job Title: Production Co-ordinator
Reporting to: Director of Operations

St. Saviour's Guildford is a thriving church, operating a busy calendar of church services, mid-week events, and external lettings. More recently, much of the church's ministry has moved online in some form, most notably in the form of YouTube broadcasts for our church services, and Zoom calls for meetings and courses. This has increased the requirement of our fantastic production function, and the PCC are now seeking to employ a part-time (0.5FTE) Production Co-ordinator to co-ordinate and facilitate this work.

You will be technically skilled but also creative, a team player, sharing in the Christian values and vision of St. Saviour's with enthusiasm – recognising the importance of the production function in our ministry, and willing to work on a Sunday as well as some evenings to provide support for our services and events. You will have a good knowledge of sound, lighting, and video systems (though we can provide training as necessary).

This role is for a fixed-term contract of twelve months.

PURPOSE

- *To support church services and events by co-ordinating, providing and facilitating technical support.*
- *To support the church's ministry leaders practically in the implementation of church activities, helping St Saviour's to flourish and fulfil its vision, by advising on how technical support can best enhance our services and events*
- *To monitor and maintain the technical quality of the church's online broadcasts, as far as can be expected, keeping them aligned with the church's vision and brand*
- *To co-ordinate the use and maintenance of the church's technical systems, including AV equipment used for events and church services*
- *To provide training to the church's technical teams, empowering them to support church services and events through their skills and gifts*

TASKS

The post-holder will...

- Liaise with the Director of Operations and Worship Pastor about the Technical Production (AV) requirements for church services and make recommendations about the best way to implement them
- Be willing to serve at the majority of church services* and midweek prayer events on either the sound or visuals desks, and co-ordinate the technical provision of the services
- Look after the church's technical equipment, keeping it tidy and well organised ready for use when needed
- Be the first point of contact for the staff team and church members to address technical enquiries regarding their events and ministries
- Set the equipment on the stage and in other areas ready for Sunday services and other midweek events
- Help to recruit and train up new members of the church's production teams

- Co-ordinate and facilitate our annual programme of system maintenance, repair and caretaking for the technical systems.
- In consultation with the Worship Pastor & Director of Operations, manage the production requirements for special festivals and events, including the procurement of external hire where required.
- In consultation with the Communications Officer, manage the appearance and content of the church YouTube channel, ensuring services and other broadcasts (past, present, and future) are easily accessible and the content is appropriately displayed, catalogued, and branded
- Contribute (with others) to the production of ad-hoc videos for major church events and announcements
- Under the direction of the Director of Operations and Worship Pastor, co-ordinate the allocation of the production budgets for purchase, hire, and maintenance of equipment
- Help to pro-actively identify and recommend system upgrades to best fulfil the requirements of the church.
- Facilitate the recording of songs written by the church song-writing groups
- Occasionally assist the Director of Operations with maintenance of the church's IT, telephony, and networking systems
- Undertake other duties which support the mission and ministry of the church, as delegated by the PCC

WORKING PATTERN

As a new role, St Saviour's does not have an established working pattern for this role, but the following is given as an indication

Sunday:	8am – 1pm	4.30pm – 8pm	8.5 hours, less 1.5 hours to attend a service
Tuesday:	9am – 5pm		8 hours, less 1 hour break
Subtotal:			14 hours

Plus 3.5 flexible hours to be used on evening events, or elsewhere depending on demand – these will be agreed in advance each week, ideally on a monthly basis

Total:			17.5 hours
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Person Specification

EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> ▪ Degree qualification in technical production, or similar, desirable
EXPERIENCE AND SPECIFIC KNOWLEDGE	<ul style="list-style-type: none"> ▪ Experience of providing and co-ordinating technical production in a church context ▪ Knowledge of digital sound systems, DMX lighting control, HD video mixing systems, video protocols such as HDBaseT, HD-SDI. ▪ Experience of developing and training volunteers ▪ Competent IT user, familiar and at ease with the use of media software including video and audio editing, and a basic knowledge of computer networks.
SPIRITUAL REQUIREMENTS	<ul style="list-style-type: none"> ▪ A committed Christian, aligned with the mission of St. Saviour's to Love God, Love People, and Make a Difference
GIFTS & ABILITIES	<ul style="list-style-type: none"> ▪ A 'people person', with strong interpersonal skills, able to 'bust the jargon' from technical production to colleagues, church members, and other building users
OTHER QUALITIES	<ul style="list-style-type: none"> ▪ Be prepared to work flexibly as the needs of the job require, including evenings ▪ Be a creative and imaginative thinker ▪ Good at handling and managing deadlines for projects, giving good communication and feedback to stakeholders and colleagues whenever required

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Main Terms and Conditions

Hours	17.5 hrs per week (0.5FTE). Sundays are a working day*, and there will also be some evening requirements. Around seasonal festivals, increased hours may be required, and Time Off In Lieu (TOIL) will be granted for these extra hours, to be reclaimed at a mutually convenient time.
Contract	Fixed-term for twelve (12) months, starting in August/September 2021 by mutual agreement (date to be confirmed)
Role level	Team Member within St. Saviour's grading structure
Salary range	£10,665.50 (£21,331 FTE)
Work Base	St. Saviour's Church, Woodbridge Road, Guildford, GU1 4QD (some working from home may be possible by mutual agreement)
Holidays	5 weeks (12.5 days) per annum plus a pro-rata allocation of bank holidays
Pension	You will be auto-enrolled into the Church Worker's Pension Scheme and St. Saviour's will make a contribution of 10% of annual salary.
DBS	The appointment is subject to the individual obtaining Enhanced Disclosure from the Disclosure & Barring Service.
Occupational Requirement	This post has an occupational requirement for the post holder to be a Christian, and to become a worshipping member of St Saviour's church community.

**Though Sundays are a working day, it is important that all employees are free to attend a church service free of work commitments, and this should be discussed on an ongoing basis with the postholder's line manager.*