

First United Methodist Church Burleson Job Description

Job Title: Production Coordinator
Revised: 08/06/26
Reports to: Senior Pastor
Pay Status: Non-exempt
Hours of work: Part-time; approximately 15 hours per week

Church Mission: FUMC Burleson invites all people to live Christ-centered lives, build authentic relationships, and serve the Burleson community.

General Purpose:

The Production Coordinator will work with pastors, worship leaders, tech volunteers, church staff, and church members/visitors to assure quality sound, lighting, and video delivery for worship and special services/events. General duties include setting up and operating production equipment, during live events (worship, musical performances, special services, funerals, etc.) and troubleshooting any issues as they occur.

Responsibilities:

- Collaborate with staff and volunteers to determine sound production needs before worship and special services/events.
- Operate equipment during services in order to assure sound and video on-sight and transmission on-line are functioning properly.
- Transport, setup and connect audio visual equipment for live services (including speakers, monitors, cameras, microphones, amplifiers and related equipment)
- Test equipment to ensure correct connection and signals are properly functioning.
- Work with pastors, worship leaders and other musicians to ensure equipment and setup meet their needs.
- Coordinate volunteers to assist in the tech booth as needed for services and special events keeping pastors informed about booth coverage as needed.
- Set-up and perform electrical wiring, programming, and basic construction according to layout diagrams and schedules.
- Resolve equipment malfunctions as needed.
- Provide technical assistance and training to users of equipment.
- Clean and maintain all equipment.
- Create records about inventory, maintenance and other key details related to the equipment.

Equipment: The church's FOH audio console is a Behringer x32. The lighting board is an Obsidian NX1-16. Currently using "Freeshow" for prompters and graphics during service, and the church's computer is an Apple iMac.

Education, Skills, and Experience:

- 1-3 years of directly related AV technician and/or production experience in a volunteer or paid position.
- Knowledge of various types of AV equipment and comfort with various types of technology.
- Ability to understand diagrams and schedules and take inventory completing reports on equipment as needed.
- Communication and interpersonal skills in order to develop good relationships with all to keep production moving successfully.
- Ability to work well under pressure and make decisions quickly.
- Technical and troubleshooting skills with an attention to detail and ability to be flexible.
- An associate's or bachelor's degree in audio visual technology or a related field preferred.
- Working knowledge of camera and lighting techniques.
- Excellent computer and troubleshooting skills.
- Strong communication, customer service, and organizational skills.

Compliance statement: Employees are expected to honor and live into the church's mission statement and core values, and covenant agreement. All employees are expected to work with other employees and volunteers assuring an attitude of cooperation and respect. This job description is not an all-inclusive list of duties. Other duties may be assigned as needed.

Employee signature: _____
(copy to be given to employee)

Date