

Production Coordinator – Neenah

Team(s): Neenah Team, Production Team

Supervisor: Campus Pastor - Neenah

Status: Part-Time (20-25 hours/week) Non-Exempt. Hours include regular nights and weekends.

Position Overview:

Oversee technical execution and preparation for Sunday services. The Production Coordinator for Neenah works with Alliance staff and volunteer teams to complete the needs of services and ministry events under the supervision and framework laid out by the Production Director.

Responsibilities:

- Recruit, schedule, develop, and lead production volunteer teams for Sunday services.
- Prepare and oversee technical aspects of services.
 - Prepare/compile ProPresenter playlists for Sunday services
 - Program stage lighting and visuals for Sunday Services.
 - Oversee and execute Sunday morning load in/ and setup of production systems. (stage, sound system, screens/projection, stage lighting)
 - Service planning in collaboration with worship leader, and campus or preaching pastor
- Training and equipping volunteers on standard operations of equipment and serving roles.
- Provide technical support for ministries/events that utilize Alliance Church venues/spaces.
- Maintain orderly production environments.
- Work with Next-Gen Production Coordinator to support weekly Greenhouse and Awana ministries as needed
- Fulfilling projects and implementing new or upgraded technical solutions.
- Maintaining Alliance Church's 23 staff fundamentals.
- Maintaining Alliance Production staff values.

Position requirements:

- Proficiency with live audio consoles, live production concepts, audio patching, use of EQ, compression, audio plug-ins, monitors, etc...)
- Basic knowledge of theatrical lighting and control systems/consoles. (DMX, lighting universes, consoles, conventional and intelligent lighting fixtures)
- Basic knowledge of live video and broadcast systems. (Camera operation, multi-camera live switch, directing, encoders/streaming, video transmission, etc...)
- Detailed knowledge of projection systems, LED wall displays and video transmission.
- Proficiency with computer technologies. (Creating presentations, building documents, computer networking concepts, etc...)
- 3-5 years of leading technical teams in church or theatrical environments



STRATEGIC FRAMEWORK

Vision/Purpose: Connecting the world with God and one another.

MINISTRY VALUES

1. Bringing glory to God and reaching people for Jesus Christ drives everything we do
2. All of our ministries are to be Biblically sound, culturally relevant, and supported with prayer
3. God’s Word is truth and we trust it above anything else to make a lasting impact on those we touch
4. Individual and corporate worship is critical to our spiritual health and relationship with God
5. Our fellowship is focused on shepherding and caring for one another
6. Our evangelism is driven by a sincere burden for all people and is worldwide in its impact
7. Our ministry is done with excellence and sense of urgency because it honors God and inspires people
8. We will never lose sight of our vision

MINISTRY PHILOSOPHY

Simple Purpose, Simple Church	Our purpose is simple: Connecting the World with God and One Another. Our church structure, programming and ministries will follow our simple discipleship process. All we do will be understandable and easily accessible. We will strive to have a minimum amount of bureaucracy.
Strategic and Effective	We minister with a sense of urgency; the stakes are heaven and hell for the people we serve. Everything we do will be strategically planned, focused on the vision and measured for outcomes. Our measure of “success” will be conversions, baptisms, spiritual growth and maturity, and the completion of the Great Commission.
Felt Needs First, Prescribed Needs Second	We will seek to meet people’s felt needs first, then move people to the “prescribed” needs outlined in the Bible.
Come and See – Go and Be	We will partner with the congregation in doing Kingdom work. The staff’s role will be to provide a clear vision and effective programming. The congregation’s role will be to invite people to come and experience what God is doing through Alliance Church and eventually engage in the discipleship process. We also encourage ministries and individuals to "go and be" the reality of Jesus Christ by sharing Christ's love through personal evangelism, community service, and world missions.
Healthy Relationships	We work together as a team. We keep short accounts, will not let conflict simmer, and have a never-ending focus on the vision. We will maintain a broad view and will not tolerate turf wars or personal kingdom-building.
Servant Leadership	We have a towel over our arm at all times. We have a positive attitude of joyful, humble service towards each other and the people we serve in and outside of our church.
Stronger Together	We will be a ministry that strategically and intentionally integrates ministries so they link together to produce healthy disciples of Christ that can advance the Kingdom as one.

Complementarian	Men and women equally share in the blessings of salvation; nevertheless, based on Scripture, some governing and teaching roles within the church are restricted to men.
Healthy Leadership	We are healthy, high-capacity individuals. We maintain our spiritual, emotional, relational, mental, and physical health by keeping priorities straight. We live up to our commitments to others and live lives of integrity, at home, at church, and in the community.
Equip Future Leaders	We will train, equip, and empower young leaders in all ministries to remain relevant and effective, both for today, and for future generations.