

FORT GARRY MENNONITE BRETHERN CHURCH
Job Description: Worship Production Coordinator
(0.25 FTE) – Term Position

Start Date: Immediately

Term End Date: July 2023 (preferred)

*** Though posted separately, our preference would be for the Worship Production Coordinator role to be combined with the Worship Director role (0.5 FTE). However, we will be accepting applications for either role on its own as well as for the combined roles.

Position Overview

The Worship Production Coordinator is responsible for overseeing and coordinating all elements of video production and livestreams of our congregational worship gatherings. The Worship Production Coordinator reports to the Worship Director.

Roles and Responsibilities:

1. To oversee and produce technical/video elements of worship gatherings (40%)
 - production oversight of in-person and livestream worship gatherings
 - creation and administration of livestream links and recordings (YouTube)
 - collaboration with audio, lighting, and projection volunteers under oversight of the Worship Director
2. To create and/or edit pre-recorded video elements for use in worship gatherings (40%)
 - Intro segments, announcements, interviews, thematic elements
3. To recruit and equip the necessary volunteer teams for technical needs (20%)
 - Camera operators, video switching, lyrics, video editing, etc.
 - Create and maintain relevant documentation, processes and procedures
4. Other responsibilities aligned with the Worship Production Coordinator role may be assigned at the discretion of the Worship Director or Lead Pastor.

Qualifications

- A Spirit-filled follower of Jesus who loves and is committed to the church
- Able and willing to support the vision of FGMB and the MB Confession of Faith
- Relevant training and/or experience with:
 - Livestreaming and Video editing
 - Digital media

September 2021

- Recording equipment (cameras, lighting, audio)

Key Competencies

1. Ability to function well in a team environment
2. Teachable and open to collaboration
3. Creativity and initiative
4. Communication skills

How to Apply

Please submit a cover letter and resume by email to info@fgmb.ca. Applications will be processed as they are received. For more information about our congregation please see our website at fgmb.ca.