

Hortonville Production Coordinator

Job Title: Hortonville Production Coordinator

Reports to: Production Director

Department: Worship Arts

Status: Full-time (40+ hours/week); Exempt

Position Summary:

The Hortonville Production Lead, under the direction of the Production Director, connects the world with God and one another by recruiting, training, and equipping volunteers to support Worship Arts with technical expertise and production oversight for Sunday morning services at our Hortonville location and designated Alliance Church events.

Worship Art Department Responsibilities:

- Committing to our 23 Staff Culture Fundamentals
- Being an active leader and contributor to our WA Team Nights
- Providing legendary service & hospitality to all the ministries & volunteers we serve.
- Being an active pursuer of God's Word
- Placing individual and group prayer as a high priority.
- Being a team player by being open and flexible to fill non-traditional roles/hours if the need arises.

Individual Responsibilities:

- Developing Leaders
 - Discipling team members and contributors to grow in Jesus.
 - Recruiting, hiring, coaching and developing production staff members and volunteers by monitoring the quality of employees'/volunteers' work, by providing constructive feedback, and by completing annual performance reviews.
 - Maintaining and approving direct report timesheets and expense reports, PTO requests, and other personnel records.
 - Equipping staff members to develop volunteers.
- Innovate Ministry Environments
 - Collaborating with the Worship Director, Appleton Production Manager, and necessary worship leaders and producers, to ensure the artistic vision of each event is ensured, seen through to completion, and remains within the available resources.
 - Galvanizing volunteers and developing systems, under the direction of the Worship Director and through collaboration with Appleton Production Manager, for volunteer care, hospitality, and creativity.
- Enforce Key Systems
 - Overseeing the execution of all production operations throughout all Alliance Church's events in accordance with the vision of event leads.
 - Collaborating with Worship Director in creating annual production calendar (GRID) and oversee its development in collaboration with other departments and event leads.



- Creating annual budgets for all event productions and event production needs; forecasting and tracking all event production and show related expenditures.
- Overseeing and monitoring the progress of each event's production process in concert with Ministry departments.
- Cultivating and promoting a safe working environment with current health and safety regulations and best theater/production practices.
- Managing inventory and overseeing the maintenance and care of all production assets (in relation to Alliance's Events and Hortonville Alliance Services) in a fiscally responsible manner and with optimal cost-savings while complimenting the Appleton Production Manager's inventory/maintenance process.

Worship Team Responsibilities:

- Serve as a contributing team member on our Worship Arts team and the Creative Team.
 - Attend team meetings and all staff meetings weekly
 - Coordinate joint efforts with other specific leadership teams (i.e., Women's, Alliance Groups, Xcel) for specific ministry event focuses.
- Collaborate with Appleton Production Manager to assist with production needs during Tier 1 Sunday morning services (Easter, Christmas, Vision Sundays, Baptism Sundays, etc.)

Position requirements:

- Must have an active and growing relationship with Jesus Christ with a passion to see more people around the world connecting with Him and each other.
- 5+ years prior experience in a production manager role or equivalent
- Extensive knowledge in production equipment and technology
- Extensive audio production experience
- Outstanding leadership skills with strong ability to lead multiple teams, delegate and communicate effectively.
- Experience, ability, and commitment to work with and foster a diverse community of individuals and teams.
- Budget creation and management experience required.
- Proven experience in handling production and design processes on large- and small-scale productions.
- Demonstrated creative judgment, excellent problem-solving skills, and attention to detail.
- Excellent communication and interpersonal skills
- Strong time management skills with adaptability and the ability to manage numerous concurrent projects.



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 completing 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 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 our 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

