

Graphics and Production Coordinator (Adventure Avenue/Baby Bay)

FLSA Status: Non-Exempt

Reports to Associate Director of Preschool Ministries

Grade II (\$12.10-\$18.70 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

The Graphics and Production Coordinator (Adventure Avenue/Baby Bay) provides assistance with editing acquired curriculum for the Adventure Avenue (AA) and Baby Bay (BB) environments. Coordinates the technical aspects of the AA weekly program including instructing the tech volunteers with weekend duties. Assists with various tasks in the execution of the weekly stage presentation and weekly video production of KidzWorld YouTube videos.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Edits slides, videos, handouts, and other media elements to implement into the weekend services by using Adobe Suite software—Photoshop, Premiere Pro, Illustrator, etc. Creates graphics as needed. Assists with filming weekly content videos for KidzWorld YouTube channel, including weekend online church and mid-week videos. Loads all technical aspects in the theater, as well as in individual classrooms. (app. 60%)
- Coordinates the technical aspects of the weekend program. Gives technical instructions and direction to tech volunteers and staff for the weekend production in the theater. Performs tech roles as needed during the weekend services including running ProPresenter, lights, and setting up to record the theater weekend program. (app. 20%)
- Assists with the planning and weekly execution of theater skits, stories, and games in both theater and traveling puppet teams. Greets children and makes sure they are obeying all safety rules during check-in. (app. 10%)
- Practices and assists for special events including special holiday services, FX, Say Yes, Parent Day In The Bay, Big Idea Experience, and camp (app. 5%)
- Assists in planning and coordinating the production elements for Parent Day In The Bay, FX, Christmas Eve services, and other special events. (app. 5%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.
- College courses in video and graphics preferred.
- Certified aerial and scissor lift operator preferred.

EXPERIENCE

- A minimum of 2-3 years of experience in a children's ministry.
- A minimum of 1 year of experience in video editing and graphic design.

REQUIRED SKILLS

- Knowledge of Adobe Suites software and ProPresenter.
- Knowledge of computers and the ability to learn new software programs.
- Basic knowledge of video creation and editing techniques.
- Basic camera equipment experience.
- Communication and coordination skills.
- Positive temperament, dependability, and professionalism.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Frequently ascend and descend stairs and/or ladders.
- Frequently remain in a stationary position, often standing or sitting for prolonged periods of time.
- Communicate verbally with others to exchange information.
- Ability to kneel or bend down to a child's eye level.
- Frequently lift, carry, and move up to 50 pounds.
- Frequently observe and monitor environment from long distances.
- Constantly view and operate technological devices, including but not limited to computers, laptops, printers, and radios.
- Frequently discern colors and sounds for production of creative elements.
- Must possess the ability to work in environments with theatrical elements, including but not limited to strobing lights and fog.
- Occasionally work at elevated distances from the ground using scaffolding or other aerial lifting commercial equipment.
- Quick reaction with movement.

WORKING CONDITIONS

- 95% inside, 5% outside