



St. Norbert Parish Job Description

Title: Production Coordinator
Reports to Title: Pastoral Associate/Director of Mission Implementation
Hours: Full-time (weekend work required)

General Description:

The Production Coordinator will oversee and execute audio/visual production of in-church and live-streamed Masses, primarily for Saturday and Sunday. Reports directly to the Pastoral Associate/Director of Mission Implementation and works in concert with the Director of Worship.

Primary Responsibilities:

- All responsibilities are fluid and will evolve as the needs to achieve an Exceptional Weekend Experience evolve
- Executes the audio/visual aspects of the Mass experience
 - Live sound mixing in the church
 - Live sound mixing for live-streamed Masses & events
 - In-church displays (TV's) for song lyrics, prayers, graphics, videos, etc.
 - Live and recorded video production for live-streamed Masses (cameras, slides, etc.)
 - Video production
 - Church lighting
- Organizes and maintains all audio-visual equipment
 - Troubleshoots as needed
 - Reports technical support and maintenance needs as well as repair requirements
- Oversee the team of audio/visual volunteers by maintaining schedules, training individuals and developing a culture of excellence and consistency
- Successfully manage volunteers to implement technically simpler services outside of regular Sunday work schedule (Saturday evening, daily mass, etc.)
- Creates postproduction content of masses for parish communication (website, e-newsletter, social media, etc.)
- Be a creative leader who infuses the Parish Mission, Vision and Strategic Anchors into their work

Personal Qualities & Qualifications

- Experience in the technical aspects of church services or similar types of events
- Ability to quickly learn and master new technology
- Ability to communicate effectively to audio/visual volunteers, staff, and clergy
- Ability to take initiative and proactively address issues by recommending improvement plans
- Has a commitment to St. Norbert's Mission and Vision
- Candidate should be organized, a self-starter, results-oriented, mission driven, and can work both alone as well as in a team environment

Schedule

- Regular Weekend work (Saturday Vigil & Sunday Masses required)
 - Executing the technical aspects of Masses is required for this role. The ideal candidate needs to be present for the 5:00 PM Saturday Mass, 9:00 AM, 11:30 AM, 1:30 PM and 6:00 PM Sunday Masses on a weekly basis and as needed throughout the week.
- Outside of the weekend work stated above, a flexible work schedule is offered – candidate would be expected to work 30 hours per week
- Required holidays: Christmas Eve, Christmas Day, Ash Wednesday (a full Wednesday in February/March), Easter week as needed, Easter Sunday and other Holy Days as needed.

St. Norbert Parish offers a competitive compensation package based on experience and skill set

Submit your resume to:

David Pellegrino

dpellegrino@parish.stnorbert.org