



PRODUCTION COORDINATOR

2023

Thank you for your interest in joining the Ministry Team at Ps & Gs Church in Edinburgh. We are looking for a Production Coordinator to lead our sound teams and to contribute to the production of weekly Sunday services and other events. If you are an experienced sound engineer, have a range of production experience, can lead others and have a servant-hearted attitude, we'd love you to read on and find out more.

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| Role type: | Part-time (17.5 hours/week), permanent |
| Responsible to: | Worship Director |
| Direct reports: | Production volunteers |
| Location: | Ps & Gs Church, York Place, Edinburgh. |

About the role

The key objective is to oversee and coordinate our sound teams and to play a part in the overall production of Sunday services and other events in line with our vision and strategy.

Overview

1. To ensure Production is aligned to support the vision and strategy of Ps & Gs
2. To be the lead hands-on live sound engineer for Sunday Services (2 out of 3 services)
3. To coordinate, lead and train sound team volunteers
4. To be an active part of the Production Team

Key tasks and responsibilities

1 To ensure Production is aligned to support the vision and strategy of Ps & Gs

- To attend and contribute to weekly Worship Planning meetings (Monday mornings)
- To work with the Worship Director in developing and growing the production team
- To collaborate with the Worship Director in developing the annual production budget

2 Sound engineering leadership

- To ensure excellent quality of sound and production experience at our Sunday services and live events
- Regularly leading sound at 2 out of 3 of our weekly Sunday services
- To set up equipment and sound check before the service, supporting the band
- To operate the sound desk/DAW and mix sound levels
- To ensure services are recorded and podcasts made available
- To oversee the correct use and storage of sound equipment
- To proactively ensure sound equipment is well-maintained and ready for use
- To recommend repairs and renewals as required

3 Leading and training volunteers

- To manage the Sound team rota, ensuring all services are covered
- To provide training on use of sound equipment and live mixing
- To explore ways of inspiring and training volunteers from our youth groups

4 Contributing to the production team

- To have an understanding and overview of all areas of the production team, namely presentation, cameras, lighting and live streaming
- To be involved in production design for ad hoc special services and events such as Christmas and Easter
- To have input into set design and stage management
- To proactively ensure production equipment is well-maintained and ready for use
- To recommend repairs and renewals as required

General

- To carry out any other duties that may reasonably be required in line with your main duties and responsibilities, as the need arises
- To ensure that production activities are carried out safely in accordance with Ps & Gs Health & Safety policy

About you – person specification

The Ministry Team oversees the provision of Sunday services, and they work closely with other teams and individuals to make it all happen smoothly. As such, we are seeking hard-working, motivated, skilled and flexible people to join us. You should have excellent inter-personal skills and enjoy building positive collaborative relationships with others.

You will:

- Understand the importance of exemplary production in helping others to worship God
- Be able to demonstrate excellence in live sound engineering that will enable you to meet the requirements of this role
- Support the [vision](#), [values](#) and [strategy](#) of Ps & Gs
- Be able to demonstrate experience of working calmly under pressure
- Have a desire to develop your leadership skills
- Possess strong technical problem-solving skills relating to production
- Be a team-player who is able to be flexible and willing to go the extra mile
- Possess good communication skills
- Be computer literate and be confident using Microsoft Office 365 applications and Pro presenter
- Be committed to continuous learning and upskilling yourself

Desirable:

- Proven experience of supervising or managing a team
- Experience in volunteer management
- Experience in some of the following fields; video editing, live broadcasting, stage lighting, rigging, stage management, set design/building or vision mixing

Job Benefits

- Salary range is £20,000 – £22,000 pa pro rata, depending on experience (£10,000-£11,000)
- You will be entitled to five working weeks holiday per year, plus five designated public holidays, plus five public holiday days allocated pro rata. Based on this role being 17.5 hours (2.5 days) per week, you would be entitled to **20 days per year** (12.5 + 5 + 2.5) You will be able to take up to 5 Sundays off per year
- Additional Christmas leave days (usually 3) between Christmas and New Year as directed by Vestry
- Prayer and study days; 2.5 per year

Further job information and conditions

- This role has an occupational requirement that the postholder has an active Christian faith
- Start date: as soon as possible
- The role is permanent but has a mutually-reviewable probationary period of six months
- The role is 17.5 hours per week, excluding breaks, working over two and a half days/week
- Work days are Sundays, Mondays and Tuesday mornings
- Normal working hours will be agreed and confirmed at job offer stage
- The post holder will need to be available to work key dates and events which could include Christmas services, Easter services, worship and prayer evenings, and recording sessions
- The notice period is three months
- The role reports to the Worship Director and is appraised annually
- You will be expected to become a praying, serving and giving member of Ps & Gs

Looking for a full-time role?

- We are open to one person filling 2 part-time roles and have flexibility to adjust working hours accordingly. We are currently advertising for a part-time Lead Caretaker – see our website for details.

Next steps

To apply for this position, please complete an application form and return by email to David Shanks by 5.00 pm on Monday 3 April 2023.

- Download the [application form here](#) and complete it fully
- Email it with a copy of your current CV to david@psandgs.org.uk
- If you have any queries, email david@psandgs.org.uk or call 0131 556 1335

We look forward to hearing from you!