

PR Production Coordinator Job description

Production Coordinator

Reports To

The Production Coordinator will report to the Event Team Lead.

Job Overview

In close coordination with Event Team Lead and at her direction, the Production Coordinator develops multimedia resources for events including slides, videos, and other resources as requested by the Event Team Lead, Marketing Team Lead, or Executive Team.

Responsibilities and Duties

A. General Responsibilities

1. Attend all Event Team Meetings, reporting hours logged, resources produced, and funding needs and used.
2. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.
3. Support the vision and mission of Planting Roots.
4. As directed by Event Team Lead provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.

B. Job-specific Responsibilities,

1. At the direction of the Event Team Lead, develops and produces the following for all virtual, regional and expeditionary events.
 - a. Oversees all audio/visual requirements for event production.
 - b. Coordinates with Worship team for all audio/visual requirements.
 - c. Serves as primary POC for technology in support of virtual, regional, and expeditionary conferences.
2. Collaborates with Logistics Coordinator to plan facility/space use for regional and expeditionary conferences.
3. Creates a production schedule prior to each event including time for editing.
4. Coordinates with Worship team to produce videos before/during/after conferences.
5. Works cooperatively with all members of Event Team including Event Team Lead, Event Team Deputy, and the Creative, Logistics, and Promotions Coordinators.
6. Helps ensure timely execution of Event Team tasks and deliverables.

Qualifications

- Time Commitment: 10-30 hours per month, minimum three-year commitment preferred.
- Financial Commitment: Attend conferences and biennial Staff Retreats as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Preferred experience with ProPresenter, Planning Center, Google, and Canva. Experience with worship team and speaker audio and visual needs a plus. The ideal candidate has worked with the production of other events for a minimum of two years.