

Position: Live Production Coordinator

Reports to: Production Minister/Pastor

Job Location: Arden, NC

Position Type: Exempt, full-time

Summary of Position: The Live Production Coordinator is responsible for planning, setting up, operating, and maintaining audio, video, and lighting equipment for worship services, outreaches, and special events. This position will have a strong emphasis on audio engineering for campuses, services, and events. The Live Production Coordinator participates in working with the Central Production Team to execute events of the various departments of Biltmore Church with attention to detail, a posture of excellence, and a passion for Worship.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected.
- Passionate about Live Production and creating worshipful environments through the use of technology.
- A technically-minded and detail-oriented person called to serve
- Demonstrates initiative and strong communication skills with an ability to work effectively apart from close supervision
- An effective troubleshooter who is calm, collected and composed with a positive attitude under pressure.
- A creative, innovative, and adaptable thinker who can think “outside the box”
- Minimum of 3-4 years of experience in live production events and/ or a relevant bachelor’s degree is preferred

Essential Responsibilities

- Coordinating and executing production related elements for all Biltmore Church campuses and venue systems
- Recruiting, training, and scheduling volunteers and contracted positions
- Travel to other campuses for gear maintenance, repairs, training, rehearsals, and Sunday services as needed
- Advanced knowledge of Yamaha digital mixing consoles, Dante networking systems, d&b Audiotechnik PA systems and its corresponding software, Waves plugins and software, Allen & Heath ME1 personal mixing systems, Shure Wireless Systems and Shure Wireless Workbench
- Advanced knowledge of audio patching and programming, mic techniques and musical aptitude
- Strong ability to mix FOH, Monitors, and Broadcast as needed
- Basic knowledge in Ross video gear and ETC Hog lighting systems
- Required to work Christmas, Good Friday and Easter services, as well as other events outside regular hours as needed
- Required to attend all Biltmore Creative/ Biltmore Production team conferences
- Able to lift up to 50 pounds and stand on your feet for lengths of time
- Able to use aerial lifts, ladders, and scaffolding
- Other tasks as assigned by the Production Minister/Pastor