



JOB DESCRIPTION

INFORMATION

Job Title:	<i>Production Coordinator – Live Production</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt, Regular Part-time
Department:	University Events & Production	W/C Classification	9101 – Labor
Reports To:	Director	Compensation	\$17.00 - \$19.00 hour

SUMMARY

Advance the mission and vision of TMUS by the support of all events, adhering to campus event guidelines and vision while providing oversight to the Shop, Lighting and LED Wall Teams. Assists the Production Manager and Events Manager in planning, designing and executing all live production projects for the department. Provides deep knowledge and leadership in the areas of Lighting, Projection, LED Wall, Automation and 3D Visualization.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists the Production Manager in the execution of the visual side of production.
- Gives oversight to the Lighting and LED Wall teams and has responsibility for the design and implementation of related systems around campus.
- Is responsible for managing the University’s inventory of assets related to production and events.
- Works with the Director of Events & Production in the previsualization of new designs and projects.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Oversee the direct reports within the Shop, LED Wall and Lighting teams.
- Assign, plan, and oversee the work of assigned departmental staff.
- Conduct performance evaluations that are timely and constructive.

- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least 1-2 years' experience in a production role preferably dealing with lighting, projection and LED wall.
- Must be proficient with Microsoft Office (Word, Excel, etc).
- Minimum of 2 years' experience in managing lighting systems.
- Familiarity with various types of lighting fixtures including but not limited to: automated profiles, spots, washes, various LED pixel fixtures, and film lights.
- Knowledge of various types of power, rigging and motion control systems.
- Experience in designing, building and programming lighting rigs, LED wall systems and live production sets required.
- Experience with Planning Center, Monday.com, Microsoft Teams, grandMA3, EZOffice Inventory, Vision, Vectorworks, Chamsis, ETC ION, and various other production software and systems is required.
- Adaptability and flexibility with new software and gear as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.