



Production Administrative Coordinator Role Description

VISION

Our vision at Next Level Church is to lead people to become fully engaged followers of Jesus. We seek to lead the lost people to be found, the found people to be free, and the free people to be empowered to make a Kingdom impact.

MISSION

Our mission for the Production Team is to lead people to encounter God's presence through authentic and Spirit-led worship with the use of their technical gifts in live production.

YOUR PRIMARY WIN

Assist the Coach in the coordination of scheduling and the communication of details to the Serve Team Members of your team.

YOU REPORT TO

- Your Location Production Coach

YOU WILL BE RESPONSIBLE FOR

- **Coordinating Serve Team Schedules**
 1. Schedule services & teams monthly using Planning Center Online (PCO).
 2. Resolve scheduling gaps with the assistance of your Coach weekly.
- **Coordinating Team Camaraderie and Vision**
 1. Help your Coach in coordinating gatherings to create an environment where team members can build relationships and maintain clear vision.
 2. Manage Serve Team Member information for your Coach via an active roster (i.e. contact info, birthdays, anniversaries, etc).
 3. Cultivate a community where Serve Team Members feel connected, loved, and celebrated through virtual community and social media (i.e. GroupMe, Next Level Connect, Instagram, etc).
- **Coordinating Team Communication**
 1. Create and manage system for Serve Team information and events.
 2. Ensure Serve Team Members feel included and are kept up to date through regular communication.
 3. Assist your Coach with details, so they can focus on the big picture.

TIME COMMITMENT

The time commitment of Production Administrative Coordinator is an average of 3-4 hours weekly.

- Weekly attendance of our Weekend Services
- Weekly Serve Team
- Scheduling teams 4-6 weeks ahead
- Monthly meeting with Production Coach
- Serve Team Gatherings every 6 to 8 weeks
- Various texts, phone calls, and time spent communicating with the members of your team