



OAKHOUSE CHURCH

PRODUCTION COORDINATOR

This position has a vision for the technical and practical side of ministry operations. From Sunday services to mid-week events, this role assists with implementing simple and effective tools to empower ministry to be seen, heard, and felt. They are the ears and eyes for the Oakhouse online crew and everyone sitting in a gathering.

ABOUT OAKHOUSE:

The story of Oakhouse is one of love, perseverance, and most importantly obedience to Jesus. There is no perfect church, because there are no perfect people. But our hope is that we, as individuals and as a church, encourage and compel one another to love God, love others, to be witnesses for Jesus, and to make disciples of Jesus.

We originally started as a campus of Rockharbor, which was launched in 2009. Over the next 12 years, Rockharbor Mission Viejo found its identity as a place of authentic, creative, and Spirit-led worship and justice; a space for people to love God and others near and far. In January of 2022, we became Oakhouse, an independent, non-denominational church in Mission Viejo, CA.

WHAT WE LOOK FOR IN EVERY STAFF MEMBER:

- A mature and thriving relationship with Jesus
- Regular practice of spiritual disciplines including a vibrant prayer life
- Strong relationship skills
- A healthy balance of work and rest in their life
- A person of integrity and character

OUR STAFF VALUES:

- Spending time with Jesus is the most important thing we can do as someone in ministry
- We are a community that knows how to create, have, and share fun experiences
- Risk pushes us out of our comfort zone into a place where Jesus can show off
- We do things with excellence to represent our church and faith well
- You are a whole person, not just a staff member





POSITION DETAILS:

Supervisor: Operations Director

Position: Part-time, Regular, non-exempt (hourly)

Hours/schedule: Approximately 15 hours per week. Sundays will be a regular work day, as well as most Tuesday and Thursday evenings.

WHO WE'RE LOOKING FOR:

If this sounds like you, we think you'll love this position!

- Experience with pieces of our production equipment. This includes cameras and a live stream setup, ProPresenter, lighting software, and audio mixing.
- Tech-savvy
- Finds joy in making things happen, especially when creativity is required
- Detail-oriented and consistent
- Enjoys learning and training others, simplifying complex concepts
- A good communicator
- A natural leader, who enjoys inspiring others

PRIMARY RESPONSIBILITIES:

- Lead the production team (sound, lighting, slides, livestream). This includes recruiting, training, scheduling, and ensuring the volunteers are equipped, cared for, and informed. Continually develop team leaders and give ministry away.
- Operate as the Stage Manager during Sunday gatherings. This requires an understanding of the order of service and how elements should be executed.
- Care for, improve, and maintain the production equipment and systems that are required for Sunday gatherings in the worship center and kids' areas.
- Collaborate with the Sunday Service Team, particularly the Worship Pastor for production-related requests that are a part of special events and holidays. This includes dreaming, planning, staffing, and implementing.
- Understand, uphold, and carry out the vision for the Sunday gathering experience, including lighting that tells a story and reduces distraction and sound that aligns with the vision set by the Oakhouse Worship and Executive Teams.
- Troubleshoot systems and equipment as needs arise, complete or delegate repairs, and train volunteers on fixes.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of Oakhouse. Revised in 02/24.