

Production Coordinator Position Description

Position Title: Production Coordinator
Reports to: Director of Production
Works with: Worship Coordinator

Revision Date: April 2026

Job Class: FT

Purpose:

We are seeking a skilled and adaptable Production Coordinator / FOH Audio Engineer to support multi-campus production environments. This role combines front-of-house mixing, team coordination, and technical system support, including production infrastructure and integration.

This position works directly under the Director of Production and plays a key role in executing high-quality weekend services, developing volunteers, and maintaining reliable, scalable production systems.

This role is critical to creating distraction-free, engaging environments that support meaningful experiences. You'll help shape both the technical excellence and the team culture of the production department.

Essential Duties and Accountabilities:

- **Audio**
 - Mix front-of-house for modern worship services (full band environment)
 - Maintain consistent mix quality aligned with established standards
 - Coordinate with worship leaders and musicians to deliver excellent experiences

- **Production Coordination**
 - Assist in planning and executing weekly services and events
 - Support scheduling, communication, and readiness across production teams
 - Help train, coach, and develop volunteer team members / part-time contractors
 - Ensure services run smoothly with minimal technical issues

- **Systems & Technical Support**
 - Support and maintain audio systems, including networked audio environments (Dante)
 - Perform system checks, preventative maintenance, and documentation
 - Assist with installs, upgrades, and integration projects across campuses

- **Conduct**
 - Function well with the Lead Pastor, Co-Workers, Church Staff, the Congregation and the public by treating them with honor and grace.
 - Encourage spiritual focus and commitment by modeling the core values of FBS|UC
 - Behaving off stage, at home, and in the public sphere, in a way that reflects the church and its beliefs.
 - Take initiative when a problem is observed, with a gracious and humble spirit. A spirit that wants what is best for the church, not what is best for themselves.
 - Has a "see something, say something" attitude regarding issues within the team that could affect the Creative Team as a whole.
 - Adhering to any request or duty as assigned by the Worship Directors (and subsequently the Senior Director of Creative Arts)

Position Requirements:

- 3–5 years of live audio experience (church or comparable environment preferred)
- Strong FOH mixing skills in a full band setting
- Solid understanding of gain structure, EQ, compression, and signal flow
- Experience with digital consoles (Yamaha preferred)
- Working knowledge of Dante audio networking
- Ability to troubleshoot calmly and effectively under pressure
- Strong Team Player.
- Teachable attitude.
- Commitment to abide by the FBS/Upstate Church Mission and Vision Statement and Core Values.
- Excellent communication skills; verbal, written and listening.
- Ability to take the initiative.
- Ability to maintain confidential information.
- Clear conviction of calling from the Lord.
- Demonstrated ability to lead people and get results through others.
- Competence and Capacity: Be self-motivated, taking the initiative to think ahead and plan strategically.
- Management Ability: the ability to organize and manage multiple priorities.
- Sound use of good judgment.
- Biblical Christian principles and teachings both personally and professionally.
- Exhibits genuine humility.
- Exhibits genuine meekness.

Preferred:

- Experience with Q-Sys systems and control environments
- Familiarity with Waves plugins and integration
- Experience working in multi-campus or large-scale production environments
- Basic systems design or integration experience

What Success Looks Like:

- Consistently strong, musical FOH mixes across services
- Well-trained and confident volunteer teams
- Systems that are stable, documented, and improving over time
- Services that run smoothly with minimal technical distractions