

Technical Productions Coordinator Job Description

General Description

Job summary: Technical Productions Coordinator

Hired by: Head of School

Responsible to: Director of Operations

Evaluated by: Director of Operations and Director of Fine Arts

Type of position: Full-time Nonexempt Position

Staff Profile

- Personally committed and loyal to ACA. Demonstrates a clear understanding and commitment to the By-Laws (including our statement of faith), mission, vision, core values, philosophy, and graduate profile of the school.
- Models Christian values. Routinely shares and models personal testimony while pursuing the best reputation for integrity, spiritual leadership, unity, ministry, and grace at school, in a Bible-believing Christian church, at home, and in the community.
- Appreciates Christian Education and is committed to helping ACA meet the instructional needs and overall wellbeing of all students.
- Builds relationships of trust and consistency. Communicates effectively with students, parents, peers, and administrators.
- Contributes to a culture where academic, artistic, and athletic achievement is esteemed.
- Demonstrates a collaborative style of work, and a spirit of problem-solving, envisioning, and joy in service.
- Maintains a safe and orderly work environment.
- Is prepared each day. Responds to unforeseen challenges or situations with the proper attitudes and actions.
- Respects the diversity of students, including their race, denominational persuasion, ethnicity, and socio-economic status.

Required Confessional and Spiritual Qualities

It is required that all staff:

- Acknowledge Christ as Savior and seek to live a life grounded in grace and obedience to Him.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—the standard for faith and practice (Article II, ACA By-Laws).

- Believe and actively support the By-Laws of Asheville Christian Academy (*attached*).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual service to others.
- Stand as a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct (ACA Lifestyle Statement/Declaration of Moral Integrity).
- Affirm and agree that as a staff member of Asheville Christian Academy, he or she has an important role and ministry in carrying out the school's mission of Christian discipleship by demonstrating to students how to live and apply the Christian faith in every area of work and vocation.
- Demonstrate the fruits of mature Christians, have a knowledge of Scripture, and a fundamental understanding of key doctrines covered in the By-laws.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

It is required that all staff will:

- Demonstrate a reasonable level of computer literacy and have basic proficiencies in Microsoft Office, Outlook, accessing the Internet for instructional purposes, and use of ACA's school communications and management software.
- Possess evidence of other adequate preparation, background, or experience as determined by the supervising Director or Administrator.
- Clearly articulate a Biblical philosophy of education
- Maintain a professional appearance indicative of a Christian role model of cleanliness, modesty in dress, words, and actions consistent with school policy and the teachings of scripture (Philippians 4:8-9).

Required Personal Qualities

It is required that all staff will:

- Sign and live cheerfully by the ACA Lifestyle Statement (*attached*) as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Develop and maintain rapport and effective communication with students, parents, and staff by demonstrating a servant's sensitivity and treating others with courtesy, patience, dignity, respect, and a good sense of humor.
- Defend scripturally grounded principles and convictions in the face of pressures and partisan influences, but with gentleness and grace toward others (I Peter 3:15).
- Acknowledge mistakes and weaknesses and take measures to correct, grow, and improve.

- Respect and be loyal to those whom God has placed in authority over them.
- Learn the story of ACA, its history, and culture in order to make ACA a community of grace.
- Maintain a lifestyle that is consistent with a Christian role model, including the outward demonstration of joy, love, mercy, modesty, good taste in conversation and entertainment, and overall consistency with ACA policy.
- Demonstrate the spiritual stability to maintain a vibrant Christian walk, publicly and privately, during good times and hard times demonstrating an objectivity and optimism grounded in the providence and sovereignty of God.
- Demonstrate love and compassion for children.
- Express an attitude of grace toward one's self and to others.
- Demonstrate an understanding of the importance of discernment, discretion, and confidentiality in the operation of the classroom and school community.
- Be an enthusiastic and encouraging visionary for Christian education and a high-energy self-starter.
- Cooperate and work cheerfully as members of this Christian community.

Essential Job Functions—Accountabilities

Spiritual Leadership

- Reflect the chief end of the Christian, which is to glorify and honor Christ in every work responsibility, and to enjoy Him in the process.
- Promote the Christian faith and demonstrate biblical precepts to students by being a living example of how a Christian fulfills job responsibilities. In this way, staff join faculty in the fulfillment of the school's Christian discipleship mission.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with all conflicts involving students, parents, staff, and administration.

Organizational Leadership

- Maintain an orderly work environment.
- Show up on time for work, meetings, duties, and conferences.
- When necessary, coordinate schedules and events with other faculty.

Professional Leadership

- Seek and accept constructive evaluation of her/his job performance.
- Follow the guidelines and policies set forth in the Professional Standards.
- Maintain exemplary relationships with students, fellow staff members and parents.
- Follow the chain of command.
- Seek to be peacemakers. Follows the Matthew 18 principle.

General Responsibilities

- Contribute to the team effort of the faculty and staff to best meet the spiritual, physical, and mental needs of the overall student-parent body.
- Heartily adhere to the statement of faith of ACA.
- Incorporate Biblical principles in all relationships and tasks throughout the daily routine. (E.g., diligence, hard work, forgiveness, peaceableness, etc.)
- Maintain strict confidentiality of information about students, parents, faculty, and staff.
- Attend staff meetings as required.
- Perform other duties as assigned by the Director of Operations.

Specific Duties and Responsibilities:

General

- The Technical Productions Coordinator operates on a variable daily schedule that flows with the needs of the day. Some days the Technical Productions Coordinator will come in earlier for events (such as lower school chapel) or stay late for evening events, adjusting arrival and departure times accordingly in coordination with the Director of Operations & Director of Fine Arts.
- Manages the school's CCLI license and makes certain that it is displayed correctly in all chapel projection and manages payment and renewal of our license.
- Will have a working knowledge of and coordinate the schedule for all events, rehearsals, and activities that need to be in the auditorium.
- Recommends equipment upgrades and updates to the Director of Operations and Director of Fine Arts.
- Other Duties as assigned.

Audio

- Acts as audio engineer for all auditorium events and other specific school events outside the auditorium.
- Train and manage student and volunteer audio console operators for events as needed.
- Maintains audio equipment on campus, including the auditorium, gym, athletic field, and student union sound systems.
- Manages DANTE and Allen and Heath audio networking equipment.

Theatrical Lighting

- Act as lighting designer and light console programmer for all chapels, convocations, concerts, performances, and other major school events in the auditorium.

- Runs and/or coordinates running of the light for all chapels, convocations, concerts, performances, and other major school events in the auditorium.
- Maintains all lighting equipment in the auditorium. This involves replacing lamps, cleaning fixtures, and replacing parts as needed.
- Creates lighting schemes and focuses lights for all productions and concerts.

Projection

- Runs and/or coordinates running of the projections for all chapels, convocations, concerts, performances, and other major school events.
- Train and manage students and volunteers on projection software.
- Ensures all video and projection in the auditorium are done in an excellent and professional way.

Streaming and Videography

- Maintains auditorium streaming and video equipment.
- Coordinates streaming of school events in the auditorium as determined by the Director of Fine Arts and Director of Marketing and Communications.

Set Production

- Assist as needed in the middle school set production and/or theater tech class. This involves assisting the main class teacher with instructing students in technical aspects of the theatre.
- Works in conjunction with the Director of Fine Arts, and the directors of individual shows to facilitate the construction of sets for all musicals and dramatic productions, as needed and as available.
- Assist as needed with the extra-curricular set production times for upper school students as available.

Event Set-up

- Works in conjunction with the Director of Operations to assist and coordinate the set-up and tear down needs for all events, with specific responsibility to the auditorium.
- Works with Operations Department to coordinate appropriate staffing for the supervision of all campus events.

Campus Operation

- Assists both Building Maintenance Supervisor and Grounds Maintenance Supervisor with tasks as necessary.
- Summer months include variable responsibilities in both Operations and summer production needs.

Work Hours and Times

- Hours are 12-month full-time and variable based on schedule needs, mandatory overtime and some Saturdays are required.
- Lunch break each day for 30 minutes.
- Required to be present for all faculty workdays and as requested for snow days. The hours will be determined by the Director of Operations.

Benefits Package and Courtesies

- Professional Courtesies – Up to 25% for full time
- Health Insurance
- Retirement – 401-K for staff greater than 1000 hours annually
- Professional Development
- Holidays and Sick Leave