

Job Description: Technical Coordinator

This is a one-year contract, part-time or full-time, Coordinator level position.

PURPOSE

To support and develop the Worship Technical Ministries (Video Production, Presentation, Tech) and Media Ministries with the Lead Pastoral team.

RESPONSIBILITIES

The primary responsibilities of the Tech Coordinator is to assist the Associate Pastor in Worship in developing the ministries areas below:

- **Worship Ministries:**
 - Worship Services (Cantonese, English, Youth, Karpos) technologies, equipment, staging, and setting
 - Training of servants and ministry leaders
 - Plan and prepare the Technical Ministries budget (annually) in light of the church development
 - Plan and prepare the Technical Ministries schedule (semi-annually)
 - Attend Technical Ministry Teams meetings
 - Communicator between the three technical ministry teams, Worship Ministry, Operations, and Lead Pastoral Team
 - Weekly operations and preparations of Technical Ministries
 - Equipment and maintenance
 - Maintain existing protocols, procedures, systems, timetable
 - Establish new protocols, procedures, systems, timetable as needed
- **Media Ministries:**
 - Koinonia Ministry Center technologies, equipments, and setting
 - Plan, shoot, edit, and produce video projects related to online content (YouTube), teaching series, promotional videos, testimony videos and more.
 - Work in a studio environment, including setting up and tearing down sets and backdrops, utilizing the space to its full potential.
 - Capture professional-quality video & audio

- o Coordinate actors, props, locations, and other resources in conjunction with the assistance of the creative teams
- o Assist in managing project timelines with the creative teams
- o Maintain and keep equipment in order. Purchase new equipment as needed

WORK RELATIONSHIP

- Lead Pastoral Team - Report and be accountable to the Lead Pastoral Team
- Associate Pastor in Worship Ministry - Assist and collaborate with Worship Ministry
- Assistant Pastor in Operations - Assist and collaborate with Operations for worship service ministries
- Ministry Core Group - Provide leadership and support to Technical Ministries (Video Production, Presentation, Tech)

TEMPERAMENT/ PERSONALITY

- Possess spiritual and emotional maturity; desire continuous growth
- A strong team worker with good people skills (work with content creators, graphic designer, project manager, ministry leaders, church members etc.)
- Willing to submit to the Executive Team
- Willing to follow the ministry philosophy of the church
- A lifetime learner in ministry and video production
- Able to work in a fast-paced environment
- Must be self-motivated. Possess effective time management, strong administrative abilities
- Highly adaptive. Receptive to feedback and change

QUALIFICATION

- Knowledgeable in sound-mixing, video shooting, lighting, presentation technology
 - Presentation Software - ProPresenter 6
 - Lighting software - ETC connect
 - Projection Mapping Software - Mad Mapper
 - Video recording software - ATEM Production Studio 4K
- Previous experience in the theatrical production and/or leadership and management position
- Minimum 2-3 years of experience in video production
- Proficient in video production operations
- Excellent video editing skills
 - Excellent proficiency in Final Cut Pro X / Adobe Premier
 - Familiar with Adobe Creative Suite a plus (After Effects, Illustrator, and Photoshop)
- Excellent lighting setup skills for indoor and outdoor shoots
- Basic audio knowledge
 - Syncing of audio, EQ, compression, mixing etc.
 - Proficiency in Logic Pro X a plus
- Working knowledge of video cameras and equipment
- Proficiency in Google Office Suite
 - Gmail, Calendar, Drive, Docs, Sheets, Slides, Keep, Form
- Working knowledge of social media platforms
 - Facebook, Instagram, YouTube
- Proficiency in Canva a plus
- Undergraduate degree; specialization in technical industries, software or leadership and management an asset
- Fluent in written and spoken English and Cantonese
- Able to work at office and from home
- Able to work nights, weekends and holidays, as needed, to fulfill assigned duties

QUALIFICATION



All interested candidates are asked to submit a resume and covering letter indicating how that meet the qualifications of the position to:

KEC Council
Email: council@koinoniachurch.ca

Please quote the job title on the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.