



Production and Technology Coordinator

Position Overview

The Production and Technology Coordinator provides support and oversight to the production team to communicate the GTCC vision, mission, and ministry life through audio and video production and media.

Responsibilities:

- Provide audio/video production support for Sunday services and special events
- Produce worship and sermon slides in ProPresenter for Sunday morning services
- Provide tech support for ministry events during the week
- Edit and upload sermons and other teachings to website and YouTube each week
- Video production and editing for special events, stories and announcements
- Assist in keeping church app and website updated
- Manage social media accounts

Qualifications:

- Experience in live production
- Proficient in video production/editing, live streaming, audio and lighting
- Audio engineering experience
- Ability to work independently and part of a team
- Creativity, problem solving and adaptability
- Knowledge of pro presenter and planning center online helpful

This is a part-time position with Thursdays and Sunday mornings required. This position reports to the Director of Worship.

If interested, please contact Peggy Demetri – peggy@greentreechurch.com