



# PRODUCTION COORDINATOR

CITY ON A HILL CENTRAL

## THE STORY SO FAR

City on a Hill began with a small team and a big vision to make a difference in our world for the glory of God.

Since our inception in Melbourne in 2007, we have witnessed a special work of God's grace as he has united hundreds of men and women around the mission of 'knowing Jesus and making Jesus known'. City on a Hill now meets across five locations in three cities.

While our story is characterised by constant change and growth, we have maintained an enduring commitment to Christ and his call on our lives in this generation. We are committed to raising up gospel hearted leaders, to build healthy churches, which will reach and serve cities with the gospel of Jesus.

## ROLE DESCRIPTION

To support the growing ministry needs of City on a Hill, the *Production Coordinator* will join the City on a Hill Central team, and will play a key role in supporting the health of all City on a Hill churches and ministries.

The *Production Coordinator* will be responsible for live broadcasts and production management for all City on a Hill Movement and church-ministry wide events. In addition, they will be responsible for sound and AVL support across all City on a Hill churches. The *Production Coordinator* will report to the Communications Director (Central), and will provide leadership to staff across City on a Hill within production and broadcast-based teams and initiatives.

This is a 3 day per week paid role, based at the City on a Hill Melbourne office.

Ground Floor, 262 Queen St, Melbourne VIC 3000

ABN 73 612 869 600 T +61 3 9640 0990 E [info@cityonahill.com.au](mailto:info@cityonahill.com.au)

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## KEY RESPONSIBILITIES

1. Leading and coordinating live broadcasts for all Movement-wide events (i.e. Live Broadcast Services, Vision Sundays, Conferences etc.), including communication, rostering, testing, trouble shooting etc.
2. Leading and coordinating live broadcasts between City on a Hill Melbourne service locations (Melbourne Central and Docklands) on live broadcast Sundays.
3. Managing production of broadcast technology for all Movement-wide events, including communicating between churches, overseeing live broadcast in Melbourne, and leading volunteer teams.
4. Managing and coordinating production of church-wide ministry events (i.e. AGMs, Leaders Days), including sound and AVL equipment, teams, and logistics.
5. Capturing and distributing City on a Hill Lead Pastor sermons online (via website and YouTube).
6. Producing regular City on a Hill Lead Pastor sermon clips to share on social media online.
7. Providing project based training and technical support for live broadcast, sound, and AVL teams and equipment across City on a Hill.
8. Active contribution to innovation and continuous improvement in the realm of production across the church.

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## KEY SKILLS AND GIFTING

- a) A demonstrated love for Jesus, his gospel and mission.
- b) Willingness to commit to the vision and mission of the church as a member of City on a Hill.
- c) Experience in production such as video, sound, and AVL, with a particular focus on live broadcasting.
- d) Excellent decision-making, problem-solving, initiative and leadership capabilities.
- e) Excellence in team work and inter-personal communication.
- f) High attention to detail.
- g) Ability to manage multiple deadlines in a fast-paced environment.
- h) Ability to recruit, train, lead and develop volunteer teams.
- i) Relevant tertiary training in broadcast and production, including sound and AVL.

## CHARACTER

All City on a Hill staff must hold a current Victorian Working with Children Check, a National Police History Check that returns no disclosed outcomes that would exclude you from the role, and uphold the standards outlined in the Anglican Church of Australia Faithfulness in Service code of personal behaviour for church workers.

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## APPLY

To apply for the role please send your current resume along with an application letter addressing the key skills, gifting and character requirements to [hr@cityonahill.com.au](mailto:hr@cityonahill.com.au). Also include contact details of at least two referees most familiar with your relevant skills to this role.

For more information please contact us on 03 9640 0990, or email [hr@cityonahill.com.au](mailto:hr@cityonahill.com.au).

Applications close June 15, 2019.

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