



JOB DESCRIPTION

Job Title: Operations Supervisor, Redeemer Downtown

FLSA Status: Exempt

Band: 5

Reports to: Operations Manager

Work Hours: Part-time, about 20 hours per week

Date: May 17, 2022

Job Summary: the Operations Supervisor at Redeemer Downtown will actively manage operations staff, overseeing the setup and break down of our Sunday worship services and other events on Sunday or during the week (special holiday services or occasional Ops needs). Meetings during the week will be required (Monday & Thursday, in person highly preferred for one day, online for other) with Sunday Service Manager and other staff to discuss past Sunday's service, and planning ahead.

Responsibilities:

- Active management operations staff for weekly Sunday setup and breakdown of all service elements. Supervisor must be able to become proficient in the following:
 - Setup of worship arts (audio/tech equipment), sanctuary, signage, children / youth ministry classrooms, and various events
 - Lead team meeting & prayer at beginning of the shift
 - Troubleshoot issues / problems that arise on Sundays, with oversight from Sunday Service Manager (SSM)
 - Count offering and make deposit at bank (as needed)
 - Assist with powerpoint logistics (as needed)
- Meet weekly with SSM and other staff to discuss past Sunday's service, and planning ahead for the following Sunday (s).
 - Monday & Thursday meetings required (remote meeting acceptable, but in person highly preferred at least once a week).
- Send out weekly email to operations staff that lays out plan for Sunday
 - Detailing specifics of Sunday's operation, roles of each Ops staff, and a plan for event and service needs. This will include planning for:
 - Worship service elements: Communion, baptisms, mics / chairs needed for specific speaking roles
 - Worship Arts - Instructions from worship arts directors regarding specifics of stage setup for each service
 - Volunteer Ministry needs - Volunteer Table, Welcome Table, Book table, and other potential needs (Youth, Childrens, CG)



- Extra events on Sundays - Family Lunch, Leadership Community Gatherings, Intro to Redeemer Lunches, Ministry Fair, etc
- Gather information needed for Sunday/events via weekly meeting with SSM & Operations Slack channel to incorporate into weekly email
- Working on other various Operations needs and events throughout the week, including special holiday / mid-week services, one-on-one meetings with Operations staff (check-in)
- Provide oversight with SSM to 2-person security team on Sunday
- Work with SSM to keep all policies and procedures up to date

Skills & Qualifications:

- Need to embrace Redeemer Downtown's vision and have a gospel-oriented heart for New York City.
- Excellent interpersonal communication and organizing skills to coordinate project activities
- Possess a good working knowledge of how to setup Worship Arts equipment, including but not limited to speakers, amps, drums, keyboard, microphones, stands, etc.. If one does not possess these skills, one must demonstrate a keen ability to learn of such equipment proficiently
- Ability to communicate with others effectively
- Ability to work with details and time-sensitive issues
- Good decision-making skills and response to high-pressure situations

Send a cover letter and resume to obed.bazikian@redeemerdt.com