



# PRODUCTION COORDINATOR

2025

St Paul's and St George's (Ps & Gs) is a vibrant Scottish Episcopal (Anglican) Church in the centre of Edinburgh with a growing congregation of around 1,000. At our heart we believe that we are called to be **whole life disciples, sharing the whole of the gospel, with the whole of society, through churches of grace.**

We are looking for a Production Coordinator to oversee the technical and creative aspects of weekly Sunday services and other events. If you are an experienced sound engineer, have a range of production experience, can lead others and have a servant-hearted attitude, we'd love you to read on and find out more.

Before you continue, it's helpful for you to know these key points. Successful applicants must:

- Already have the right to live and work in the UK.
- Be a practicing committed Christian (There is an occupational requirement for the post-holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010).
- Be able to commit fully to the vision, values and strategy of Ps & Gs.

w. [www.psandgs.org.uk](http://www.psandgs.org.uk)  
f. Ps & Gs Church  
i. @psandgschurch  
Charity number. SC005025

# Welcome and thank you

Hello and thank you for your interest in the Production Coordinator role at Ps & Gs.

95% of the population of Edinburgh do not know Jesus. We are passionate about seeing that statistic reduced. This role will play a key in making sure the different aspects of production enable people to worship God, whether that is in person at one of our services, or watching online. We have a great team of volunteers and are looking for someone who can coordinate and develop their skills.

Please be assured of our prayers as you seek whether God is calling you in to this rewarding and impactful role. We can't wait to find out who is going to be joining us at this exciting time in the life of the church.

Please take some time to read on to get to know us and learn about the role. If I can be of help or you require any more information, I would be happy to hear from you – please get in touch via the Church Office. Thanks again for your interest.

Yours warmly,



Dave Richards | Rector



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## About the role

The key objectives of this are:

1. Oversight of all Production and ensuring it is aligned to support the vision and strategy of Ps & Gs
2. Operating all areas of production regularly at Sunday services
3. Oversight of production team and training
4. Oversight of development and maintenance

### Oversight of all Production

- To have a vision for enabling worship which flows from your own living faith in Jesus
- To ensure Ps & Gs production enables us to worship God
- To have an understanding and overview of all areas of the production team, namely sound, presentation, cameras, lighting and live streaming
- To collaborate with the Worship Director in developing the annual production budget
- To ensure that production activities are carried out safely in accordance with Ps & Gs Health & Safety policy

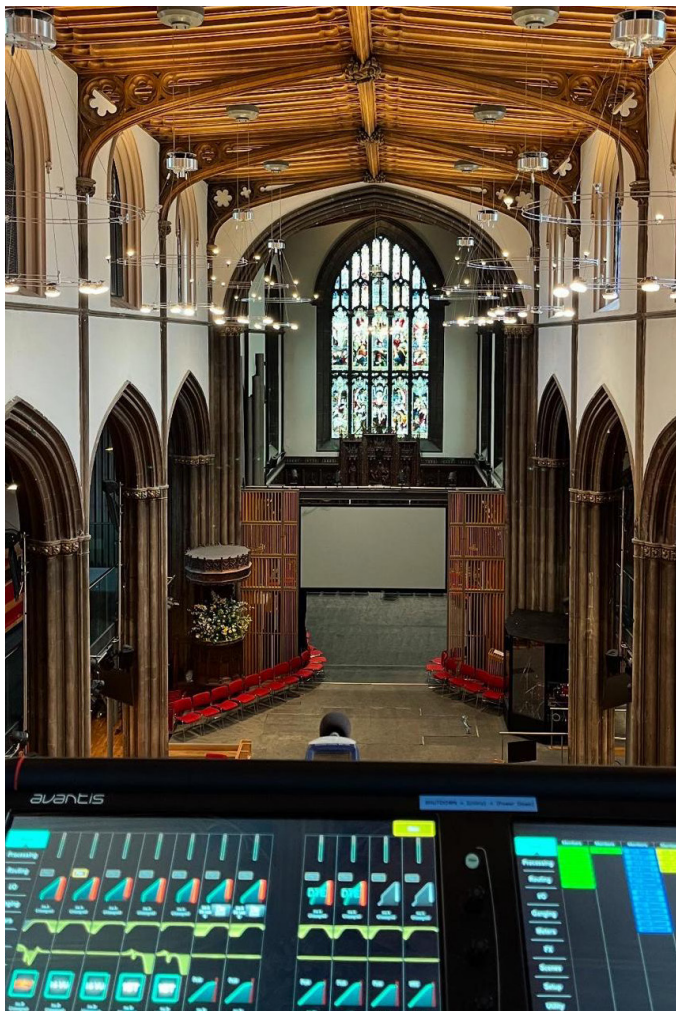
### Operating all areas of production

- To enable the church's worship through excellent sound, visual, staging and production of all services and special events (including online)
- To regularly lead on production (generally sound) at our weekly Sunday services
- To be able to operate all aspects of production and step into roles when needed
- To ensure services are recorded and podcasts made available

### Oversight of production team and training

- To work with the Worship Director in developing and growing the production team
- To provide training on use of all production equipment and live mixing
- To organise (with the Worship Director) regular creative team nights for community building, discipleship and training
- To ensure all production rotas are scheduled.

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*Role continued*

## Oversight of development and maintenance

- To encourage, equip and develop worship beyond Sundays (special services, events, seasonal services)
- To assist with the development of production at any new Ps & Gs locations
- To train and equip team members to develop online services and ensuring the highest standards of broadcast quality
- To work alongside the Worship Director and Communications Coordinator to produce creative digital content (e.g. worship recordings, sermon clips, creative elements for services)
- To be involved in production design for special services and events such as Christmas and Easter
- To oversee the maintenance of worship equipment (including repairs and renewals), liaising with external contractors as needed
- To assist with the selling or disposal of redundant equipment

## Working as part of the Ps & Gs staff team

All staff members play their part in the wider team. You will be committed to:

- Getting involved in the implementation of the vision and strategy of Ps & Gs.
- Living out our staff values, which are all underpinned by our central value of faith in Jesus. These values are: trust and support, teamwork, relationships, wellbeing, dedication, and creativity and innovation.
- Carry out other duties that may reasonably be required in line with your main duties and responsibilities, as the need arises.

## Who you'll work with

You will have a variety of key relationships:

- You will be line managed by the Worship Director, Joanne Arton.
- You will work closely with the ministry team.
- You will lead and coordinate our Production team.
- You will work closely with worship teams.
- Alongside the Worship Director, you will report to Vestry annually.

A full staff organisation chart can be found on page 6.

## Who you are

### Personal Attributes

You will:

- Understand the importance of exemplary production in helping others to worship God.
- Be able to demonstrate experience of working calmly under pressure.
- Have a desire to develop your leadership skills.
- Possess strong technical problem-solving skills relating to production.
- Possess good communication and interpersonal skills, being able to work effectively with different people (staff, worship team volunteers, other productions team members, contractors/freelancers).
- Be organised and flexible, competent at administration and IT literate.
- Be committed to continuous learning and upskilling yourself.

### Desirable

- Proven experience of supervising or managing a team.
- Experience in volunteer management.

### Technical Competencies

You are:

- Highly experienced at using a digital audio mixing console.
- Able to show a fundamental understanding of video switching.

You may also have:

- Experience using ProPresenter 7 (or other presentation systems)
- Experience working with Dante or an equivalent A/V network platform
- Experience working with an SDI based Video Switcher
- Experience working with Stage Lighting
- Experience in film production
- Experience of, or be comfortable working at height
- Experience working with Contractors/Suppliers





## Who we are

We are at an exciting time in the life of Ps & Gs and the church is growing. We have been continuing to deliver and expand our ministries to respond to the ever-changing needs of our congregation and city. We have three Sunday services, a vibrant community life with nearly 30 ministry areas, and many opportunities to serve those around us. As well as Sunday services, we offer a wide range of courses, activities and ministries.

We are passionate about evangelism and run the Alpha Course. Our Saturday Meal reaches out to the vulnerable and homeless in our community by providing a free hot meal every weekend. Our Children's Ministry is growing, and engaging regularly with families, whether they attend church on Sundays or through our midweek Babies and Toddlers group. Our youthwork is growing and developing. There is much to be thankful for.

We are a gathered church and so encourage people to become whole life disciples through local Connect Groups. We ask that anyone who calls Ps & Gs their home church gets actively involved by regularly praying for the work, serving as part of a volunteer team, and by giving financially to keep making church happen.

Built in 1818, and extended and refurbished in 2008, the imposing church building on York Place stands in a strategic location in Edinburgh's beautiful New Town, adjacent to the St James Quarter.

### STRATEGY

We are seeking God as we develop a strategy and plans for the next 5 years. We are spending time as a church praying and listening, and plan to launch a new strategy in autumn 2025.

Find out more here:  
[www.psandgs.org.uk/strategy](http://www.psandgs.org.uk/strategy)

## Benefits

1. The salary for this role is £27,000 (pro rata for 2.5 days per week: £13,500)
2. You will be entitled to five weeks holiday per year (including five Sundays), plus five designated public holidays, plus 2.5 public holidays to be taken at a time of your choosing. Holidays are agreed in advance with your line manager.
3. You will be enrolled in a direct contribution pension scheme with an 8% employer contribution. (Usually NEST however other arrangements can be negotiated.)
4. You are entitled to prayer and study days, 6 per year.



## Key Information

1. There is an occupational requirement for the post-holder to be a practising Christian in accordance with Schedule 9 of the Equality Act 2010.
2. The role is part-time, 17.5 hours per week, excluding breaks, working over two and a half days per week.
3. Sunday working will be required, ideally Monday and Tuesday being the other working days but normal working hours to be agreed and confirmed at job offer stage. There will be some occasional evening and Saturday work.
4. Diversity – The Ps & Gs Vestry believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.
5. The role is permanent and has a mutually-reviewable probationary period of six months.
6. The notice period is three months.
7. The role reports to the Worship Director and is appraised annually.
8. The post holder will need to be available to work key dates and events which could include Christmas services, Easter services, worship and prayer evenings, and recording sessions.
9. You must already have the right to live and work in the UK.
10. You will mainly be based at our buildings on York Place and Broughton Street on your normal working days.

## What it's like to work here

Ps & Gs is a lively, active and vibrant church - there is always ministry activity going on. We are a collaborative team who support each other in work and friendship.

We encourage creativity and are open to taking risks. It is a fun and sociable workplace - laughter is often heard and we do not take ourselves too seriously. Although we are involved in spiritually significant and serious work, we believe it should be done with joy, cheerfulness, good humour and generosity.

We have regular team meetings to ensure good communication and opportunities for fellowship, learning and growth.

## Next steps: how to apply

Informal exploratory chats are welcome – please make contact to schedule a call with our Rector, Dave Richards via the Church Office: [office@psandgs.org.uk](mailto:office@psandgs.org.uk) or 0131 556 1335.

To apply, please complete an application form (available at [www.psandgs.org.uk/jobs](http://www.psandgs.org.uk/jobs)) and return alongside your CV to David Shanks ([david@psandgs.org.uk](mailto:david@psandgs.org.uk)) by the closing deadline shown below.

### Key Dates

- The application closing date for this post is at **12 noon on Wednesday 30 July 2025**.
- Initial interviews, including a technical assesment, will take place in **early August 2025** in person at Ps & Gs Church.
- Start date is as soon as possible after interview in **August/September 2025**.



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## And finally... a bit about Edinburgh

Edinburgh is home to Ps & Gs and is Scotland's capital. It is a vibrant, cosmopolitan, and cultural city with a fascinating history, a stunning skyline, and a wonderful location on the Firth of Forth. The city's population doubles during the summer months as the various Festivals (Art, Jazz & Blues, Book & Storytelling, Film, Science, International Festival, and the Fringe) welcome over half a million people from across the world.

With four Universities, Edinburgh truly lives up to its reputation as a seat of learning and research. The city is a thriving centre for finance and commerce. With its UNESCO World Heritage listing, its famous Military Tattoo and Hogmanay celebrations, it is known as one of the leading cities of the world. Acres of green space, the quaint Old Town and the stunning Georgian New Town contribute to making this city a great place to be.

We think Edinburgh is a wonderful city in which to live, work and worship: all the resources and culture of a capital city, but on a manageable scale. It is a haven for foodies with an incredible concentration of diverse eateries across the city. Coffee lovers enjoy the array of independent cafes and coffee houses on offer (many of them within walking distance of Ps & Gs!). Coast and mountains are nearby, and Arthur's Seat looms in the heart of the city. Edinburgh really has something for everyone!





# Our structure

## Vestry

The Vestry operate as non-executive trustees and hold the responsibility for finance, property, safeguarding and the overall strategic direction of the church.

The Vestry is made up of elected members of the congregation, clergy and Operations Director (ex officio), and is chaired by the Rector.

## Staff

The staff are responsible for enabling the day-to-day operational ministry of the church.

The church has a strong and committed volunteer base of over 400 people who play an active role in enabling our various areas of ministry – a number of which are volunteer-led.

See the team: [www.psandgs.org.uk/staff](http://www.psandgs.org.uk/staff)

### VESTRY & SUB-GROUPS

#### VESTRY

**Dave Richards**  
Chair  
**12 Elected Members**

#### VESTRY SUB-GROUPS

**Finance Group**  
**Global Focus Team**  
**Micah Team**  
**Safeguarding Advisory Group**  
**Staffing Group**

### STAFF TEAM

#### RECTOR

**Dave Richards**

#### ASSOCIATE RECTOR

**Andy Croft**

#### CURATE

**Eilidh Proudfoot**

#### OPERATIONS DIRECTOR

**Andrew Marrian**

#### MINISTRY TEAM

**Joanne Arton**  
Worship Director

#### MINISTRY TEAM

**Position Vacant**  
Production Coordinator

#### MINISTRY TEAM

**Rachel Cooney**  
Director of Children's Ministry

#### MINISTRY TEAM

**Position Vacant**  
Deputy Director of Children's Ministry

#### MINISTRY TEAM

**Rebekah Unsworth**  
Student Worker

#### MINISTRY TEAM

**Mark Dawson**  
Youth Worker

#### OPERATIONS TEAM

**Gordon Cooney**  
Facilities Manager

#### OPERATIONS TEAM

**Matty Angus**  
Caretaker

#### OPERATIONS TEAM

**Position Vacant**  
Housekeeper

#### CARETAKERS

Casual Caretakers

#### OPERATIONS TEAM

**Chris Drury**  
Property Manager  
**Kenny Roy**  
Finance Manager (Treasurer)  
**Mairi Simpson**  
Finance Assistant

#### OPERATIONS TEAM

**David Shanks**  
Administration Manager

#### MINISTRY TEAM

**Hannah Biss**  
Saturday Meal Coordinator

#### OPERATIONS TEAM

**Thea Macdonald**  
Events Manager

#### OPERATIONS TEAM

**Chirstin Macaulay**  
Events & Communications Administrator

#### EVENTS TEAM

Casual Events Team