



Job Profile

Position: Production Director

Status: Non-Exempt, Part-Time, 8 hours a Week

The Role of the Production Manager

The primary responsibility of the Production Manager is to provide technical expertise and team leadership for the church's sound, media, video, and stage lighting. The Production Manager is also responsible for audio/video technical and creative development, production, and training related to the live production audio/visual needs of Northminster. The Production Manager ensures that the worship and A/V ministries continue to grow in effectiveness and quality of excellence in alignment with the church's vision, mission, and strategic objectives.

Your Team

- This position reports to the Executive Director of Program
- This position relates to other tech and worship ministries (both Modern and Traditional)

Goals and Expectations

- Support the Production Team's Vision: To use technology and creativity to provide excellent, distraction-free, in-person and online experiences where people can meet Jesus and grow in their relationship with Him.

Primary Responsibilities and Tasks

- Serve as the manager of all aspects of the Production Team, including recruitment, training, scheduling, ministry relations, leadership development, appreciations, social events, and asset database management
- Consult with the Office Staff, Leadership Team, and Worship Team to exchange information, present new approaches, and discuss equipment and system changes.
- Participate in vendor contract negotiations for all new AVL equipment and services purchased for the church.
- Establish and direct the short and long-term goals, policies, and procedures for the production department
- Establish standards of A/V operation and quality and oversee the meeting and improvement of the standards.

- Serve as primary troubleshooting and management contact for AVL systems, including updating hardware, software, and equipment firmware; regularly cleaning and maintaining projectors and other equipment; loading and programming content for services and events
- Manage and oversee the operation of all production equipment in distributed systems on the Northminster campus.
- Organize, schedule, and attend regular training sessions for potential Production team members.

Key Performance Indicators

- The Production Manager will be evaluated on the following three metrics:
 - Identify, recruit, and train 20 new volunteers to serve in audio, video, lighting, etc., by the end of contract year
 - Implement quarterly production team gatherings.
 - Develop Production Team calendar for training, upkeep of equipment, weekend schedules, and future upgrades

Candidate Profile

- Vibrant faith in Jesus Christ
- Strong written/oral communication and interpersonal skills
- Ability to work well with others, cultivate a team-building atmosphere, and nurture relationships with co-workers and Production Teamers
- Ability to troubleshoot and solve problems quickly
- Demonstrate commitment to the vision of the team and church
- High-capacity, multi-tasking individual who is comfortable working independently without constant supervision
- Ability to manage a calendar of events, task list, and own work schedule without supervision
- Ability to build teams and surround self with those whose strengths offset your weaknesses

Your Schedule

- Your work hours will be consistent on Wednesday evenings and Sunday mornings but flexible the rest of the work week.
- Initially, you will stay in touch with your supervisor weekly. Down the road, regularly as needed.

Your Salary

- 8 Hours per week
- \$23-\$26 per hour
- This job is considered a one-year position; however, the successful candidate has the opportunity to demonstrate the need for this to become an ongoing position at the end of the initial one-year term.