

October 2021

Position Title: **Production Director**

Reports to: Worship Pastor

Job Status: Full time

Primary Function:

The Production Director reports to the Worship Pastor and oversees the AVL staff, live production volunteers (cameras, ProPresenter, video directing, online broadcast studio, and lighting.) This role serves as a vital part of the Worship Ministry team and takes an active role in participating in creative and worship planning meetings, not just implementing the outcomes from those meetings.

The ideal Production Director candidate will possess competency as an audio engineer who will help shape the live sound in the room, create a visually engaging online worship experience, and give leadership to the overall broadcast mix for our online campus. This person should also possess a general working knowledge of lighting and give leadership on the future growth and implementation of lighting in all CPC worship venues. Creativity is an essential attribute of this position and the candidate should recognize good live video and strive toward greater degrees of excellence in this area. This area plays a vital role in the church's mission by reaching people through creative elements, weekend services, and live-streaming. Connection Point has a high standard of excellence in all these things. The Production Director should be team-oriented with the skill set to develop a growing volunteer team. While this is not a "pastoral" role, there are always opportunities for shepherding both the staff and volunteer teams.

While it is not required, it would be considered a bonus if candidates were also skilled in the area of recording and editing creative videos for use in services and online.

Basic Personal Responsibilities:

Uphold biblical priorities in life

- Growing personal relationship with Christ
- Relationship with family
- Financially support Connection Point Church through consistent giving of the biblical tithe.

Duties and Responsibilities:

- Perform duties and responsibilities in a manner to glorify Christ and further the mission, vision, and ministry purposes of the church.
- Develop, recruit, train, schedule, support and spiritually lead media ministry staff and volunteers to execute all CPC events and worship services with a high degree of excellence.
- Effectively and efficiently manage, organize, prioritize and lead multiple projects on the production schedule.
- Possess attention to detail, problem solving and proven design skills.

- Provide budgetary and operational oversight of the media department and maintain a responsible budget to support the technical needs of the church and its ministries.
- Oversee all technical media systems on the church campus, including maintenance, vendor relations, specifications, and installation of new equipment.
- Perform regular maintenance and cleaning of all A/V equipment, including projectors, TV carts, portable equipment, amplifier and dimmer filters, media computers, consoles, etc.
- Supervise media ministry staff.
- Coordinate plans and distribution of monthly volunteer schedules.
- Provide leadership and organizational development to the areas of livestreaming online broadcasts, video, audio, lighting, staging, resources, and tech services.
- Work with Worship Planning team in the development of worship services and events.
- Provide technical support (equipment and operators) for all scheduled church functions as required. This includes worship services and other events in the Worship Center on Sunday mornings and Sunday nights as needed, Bible studies and meetings in the Atrium and Fellowship Hall, Student Ministry services on Sunday mornings, Student Ministry services on Wednesday nights, Choir Rehearsals on Wednesday nights, Orchestra rehearsals on Wednesday nights, coverage for Children's Ministry services on Sunday mornings, all ministry events, classroom events, funerals and outdoor functions regardless of the day they are scheduled.
- Pursue continued enhancement in the quality of audio recordings through proper training of volunteers and the use of multi-tracking and computer-based editing equipment.
- Maintain up-to-date organization of the media events calendar, correspondence, and file management.
- Provide oversight for recording all services at Connection Point and coordinating with Communications Team for online distribution.
- Provide oversight for recording and duplication of events at Connection Point (as needed)
- Provide management of the Worship Center stage, including organized setup and tear-down of sound, lighting, platforms, musical instruments, set pieces, chairs, and other equipment per event.
- Work with the Facilities Director to coordinate the setup of additional stage platforms and set pieces for drama events such as the Children's Programs, Create-A-Camp, CATA (music academy), ATTD (dance academy), and Little Learners Preschool programs, etc.
- Work with the Communications Team to create unique and creative sets and backdrops to enhance the worship services.
- Purchase, inventory, and maintain video equipment.
- Work with Communications Director to provide consistency in branding and content in video projects and staging.
- Maintain and organize stock content media libraries, including video clips, audio beds, and sound effects.
- Provide media support for Create-A-Camp, Children's and Student camp needs, A/V and worship support.
- If skilled in the area of pre-recorded video production, work with the Communications Director to create video projects used to tell stories, promote and recap events, and aid in worship services.