

JOB TITLE: Campus Production Manager
DEPARTMENT: Celebration
REPORT TO: Technical Director
DATE REVISED: June 10, 2019
CLASSIFICATION: Part-Time

POSITION SUMMARY:

The Campus Production Manager (CPM) oversees all production elements of Sunday services at a ChangePoint campus. The CPM works with Production Team volunteers through work direction and skill development, to utilize production equipment for successful execution for weekend services as well as for the soundcheck(s) and rehearsal(s) required to prepare well for services. The CPM is a part of the ChangePoint Celebration Department, led by the Worship Pastor, and will work under the direction and guidance of the ChangePoint Technical Director (CPTD). The CPM will directly support the Campus Leadership Team by serving as a liaison. The CPM will uphold ChangePoint Production DNA and best practices in areas of standard operating procedures (SOP), training and safety. This is a part-time position of 6-8 hours per week, mostly on Sundays, but may include a weekly rehearsal. There may be occasions (arranged in advance) where services occur on a different day of the week, or where there are multiple services on the same day (some examples: Christmas Eve, Easter, special prayer and worship nights, etc).

PERSONAL TRAITS:

The Campus Production Manager should be someone who leads by example and cultivates a positive spirit within the church family. They should represent Christ and His church well in the community at large. They should be a team player and follow the biblical model of sacrifice by being willing to put the needs of others in front of their own. In all of their actions, they should be positive and supportive of the core values and the vision of ChangePoint. CPM must be gifted in leadership, administration and communication. Ability to handle multiple tasks with multiple ministry leaders is a must.

ESSENTIAL RESPONSIBILITIES:

- ❖ Serves and submits to the Campus Pastor for all campus events and services.
- ❖ Acts as point person for loading-in and loading-out of all campus production equipment, communication elements and experience area resources.
- ❖ Responsible for all technical systems at campus: audio, video, lighting in all spaces (main auditorium, kid's areas and overflow areas).
- ❖ Oversees execution of ChangePoint campus weekend services.
- ❖ Oversees and leads execution of receiving streamed content from Raspberry Campus.
- ❖ Responsible to receive and load all digital media content onto Worship Graphics Computers (WGX) and ensures accuracy of content.
- ❖ Ensures ChangePoint DNA at campus for weekend services in the area of production and the training of Production Team members.
- ❖ Receives weekly direction from the CPTD for executing Sunday services.
- ❖ Works closely with ChangePoint Technical Director for all equipment maintenance, purchases and/or upgrades.
- ❖ Works closely with Campus Worship Pastor to support all aspects of corporate worship.
- ❖ Participate in annual staff review led by Celebration and Campus Ministries Departments.
- ❖ Other duties as assigned.