

Production Director

Job Description

GENERAL DESCRIPTION

The Production Director is the leader of the operational and administrative elements and staff of the Production Ministry (TechServe) at College Park Church. The Production Director serves the church staff and body as a representative of our technical services and resources, offering assistance and advice in the planning and execution of production support. This role includes shepherding and oversight of production volunteers. This position is part of the Worship Arts Ministry, and reports to the Pastor of Worship Arts. This is a full-time, salaried position.

EDUCATION & SKILL REQUIREMENTS

- Bachelor's degree and 5+ years experience in related field
- Demonstrated ability to develop, manage and lead effective volunteer project teams
- Demonstrated acumen toward technology and problem solving and knowledge of a live production environment
- Proven competency in church or related ministry leadership balancing production and creativity with church culture and context
- Ability to articulate a vision and a biblical philosophy of production
- Good Christian role model

PASSION & CALLING

- Passionate about the vision and mission of College Park Church
- Passionate about production in a church environment and utilizing the Church's resources to glorify God
- A highly detailed and organized person who values worship through the creative arts and its role in the Church

SPIRITUAL DEVELOPMENT

- Is a member, or willing to become a member, of College Park Church and work under the direction of the Elders and Pastor of Worship Arts
- Demonstrates a stable, growing, mature Christian life

NECESSARY GIFTS & ABILITIES

- Servant Leader
- Teacher
- Administrator
- Team Player
- Listener

SPECIFIC RESPONSIBILITIES & DUTIES

- Represent TechServe in all meetings and discussions, or assign the best representative to be present
- TechServe liaison to the other College Park support ministries (Communications, IT, Building Services, etc.)
- Provide leadership and oversight to Technical Director, Video Production Manager and AVL Systems & Events Assistant to manage audio/lighting/video teams for Sunday services and special events
- Represent TechServe's interests in projects and major initiatives (Multi-Site, Construction Projects, Technical Equipment Installation, etc.)
- Lead and coordinate the use of Production resources with other ministries in Tier 1 events and Sunday Worship Services
- Manage weekly production resources through ServiceU
- Lead weekly meetings with TechServe team to review Sunday services, inform of upcoming events and review calendars
- Assist in the preparation and execution of Sunday services
- Serve as the point person for Sunday Morning service tech-related questions, problem-solving, or adjustments
- Lead new project initiatives and work with the TechServe team for implementation and execution
- Manage vendor relationships and communication
- Manage TechServe volunteer base
 - Recruitment and training
 - Event Scheduling
- Other duties as assigned

ANTICIPATED TIME COMMITMENTS

- 40+ hours per week
- Must be willing to work evenings, holidays and most Sunday mornings
- Attendance at staff meetings and other staff functions