

Job Description and Qualifications

Job Title: **Production Director**
 Department: Creative Ministries
 Position Schedule: Full time
 Position Status: Exempt
 Reports to: Pastor of Creative Ministries
 Supervises: Audio Director, Production Assistants (x3)
 Date: October 21, 2021

PURPOSE

To lead the Production team to create physical and digital experiences that *elevate* people who are far from Jesus, form people into *exalters* of Jesus, and *launch* people into their next step with Jesus.

PRIMARY DUTIES

- Collaborate with the Creative Ministries team to design and implement all production elements (with a focus on lighting, video and visuals) pertaining to the worship services and live streams through planning and final delivery. 30%
- Lead and serve on the Production team during our worship services and rehearsals. 20%
- Source and lead production team members and volunteers, establishing clear goals while developing and leading through the entire production process. 10%
- In collaboration with the Facilities department, oversee the maintenance and upgrade of production equipment throughout the entire church premises. 10%
- Continually evaluate how the Production team functions and how we can be more efficient, evolve to meet programming changes, how to operate more effectively, streamline workflow, reduce costs and adapt to new policies and procedures. 5%
- Work with the Audio Director and Production Assistants to lead, advise and support the fulfillment of their roles on the Production team to their fullest potential. 5%
- Participate in Creative Ministries team meetings and worship planning meetings. 5%
- Respond to electronic communications in a timely and sensitive manner. 5%
- Manage the Production budget. 5%
- Other duties as assigned. 5%

EDUCATION AND EXPERIENCE

- Associate's Degree or equivalent required, preferably in the field of Electronics, Communications, Audio Production, Media, Recording; Bachelor's degree preferred.
- Minimum of 3 years' experience in live production (audio/visual/lighting/video technology) required, preferably at a large church.

KNOWLEDGE, SKILLS, AND ABILITIES

- Personal relationship with Jesus Christ, affirmation with Chapel Hill's values and agreement with the EPC Essentials of the Faith (epc.org/about/beliefs).
- Excellent communication and organizational skills, as well as a humble and collaborative attitude.
- Critical conversation skills for supervising volunteers and staff.

- A desire to learn and grow in the art of production.
 - Administrative skills for leading a team, managing email, appointments, and multi-tasking.
 - Advanced knowledge of lighting, visual, video and audio systems, with a willingness to learn the unique systems at Chapel Hill. To include:
 - Lighting experience, including the ability to design and program lighting cues on a digital lighting board.
 - Live-streaming experience, preferably including having worked with multiple cameras and a video switcher.
 - Audio experience, preferably including mixing for online broadcasts as well as front of house.
 - Computer experience, including slide presentation software (such as ProPresenter, or Proclaim), Planning Center Online, and the Microsoft Office suite of applications.
 - Ability to manage time and resources within a budget.
 - Ability to lift up to 50 pounds.
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All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.