

Job Description · Production Director

Occupant:

Compensation at 09/01/2022:

Summary

The Production Director is responsible for all elements of production in the areas of audio, video, lighting, media, and video broadcasting with the goal of producing excellent experiences at weekend services and other church events.

Compensation

Compensation is based upon full-time, benefits, and a yearly salary.

Reporting and Function

The Production Director position at Jesus Culture reports directly to the Executive Pastor. This role serves the entire Jesus Culture team and helps set and maintain the environment of excellence and integrity desired at Jesus Culture Sacramento. The responsibilities below serve the whole team.

General Responsibilities

- Leadership and development of the Church Production department
- Create and manage budgets for Production department
- Oversee and manage budget for Video Team on Sundays
- Provide audio, visual and production support for all JC Sacramento services and gatherings
- Leadership of Production Team members and volunteers
- Oversee and manage
 - Rental gear
 - New gear needed
 - Production supplies
 - Musical inventory and maintenance
- Provide support and work additional church conferences
- Work with the Executive Pastor to plan each service
- Schedule sound, lighting, camera, and ProPresenter teams for worship services
- Coordinate skill training activities for team members (i.e. ProPresenter, lighting, sound, etc.).
- Perform other duties as assigned

STAGE PREPARATION AND MANAGEMENT:

- Oversee the specific stage preparation for each service
 - Stage preparation includes everything from stage design and equipment placement to ensuring a proper sound and video check are performed prior to each service.
 - Nothing should be presented on screen or stage that has not been previewed prior to a service.
- Recruit, train and manage the production team to help with all backstage aspects of service production and special events

AUDIO:

- Recruit, train and schedule audio engineers
- Provide sermon recordings for website and podcast
- Prepare stage with microphones and needed equipment
- Maintain the audio and related equipment
- Provide sound check of all lines/videos prior to each service
- Maintain and inventory all sound equipment
- Track equipment usage and formalize tracking systems for any department using audio or video equipment
- Provide audio for special events and offsite events
- Oversee audio mix for the streamed services of Jesus Culture Sacramento and other Jesus Culture events

LIGHTING

- Recruit, teach and empower a team of leaders who will provide excellent lighting for all of our services
- Bring expert advice and insight as it pertains to lighting
- Oversee the use of lighting for services

SPECIAL PRODUCTIONS AND SPECIAL EVENTS:

The PRODUCTION DIRECTOR will work with the Worship Pastor and other production leaders to serve at our special events. This includes major productions where excellent production is vital. It also includes such events as conferences or offsite events.

- Work with Worship Pastor and Executive Pastor to plan and prepare Production rehearsals as needed

VIDEO & TECHNOLOGY:

The PRODUCTION DIRECTOR serves as our “expert” on technology related to the stage and service ministry. The Production Director will oversee the maintenance schedule of all ministry technology and keep the Worship Pastor and Executive Leadership Team abreast of specific concerns or needs related to:

- Projection and Projection screens
- Cameras and Equipment for IMAG
- Video, lighting, sound consoles
- Intelligent, video and theatrical lighting
- Sound Reinforcement technology
- Audio/video recording

Required Skills

- Clear communication
- Large church experience and/or experience producing large events working with audio, video broadcast, and lighting
- Demonstrated experience in live sound/professional recording studio
- Knowledge of Protocols
- Interpersonal communication skills
- Detail oriented working style
- Superior organization and multitasking skills
- Ability to provide and receive feedback in a constructive manner

- Absolute professionalism and confidentiality
- Working knowledge of Mac OS
- Proficiency in Word and Excel as well as financial accounting software
- Passion, integrity, and commitment to the Jesus Culture vision and mission