

Job Description



JOB

- Title: Production Director
- Direct Report: Executive Director
- Full Time

MUST DO *("If all else fails, this is what you are being evaluated by.")*

- Support the vision and mission of Chapel Hill Church by leading and overseeing elements connected to technical production, AVL management, and production volunteers to facilitate the production of excellent ministry events and worship services.

RESPONSIBILITIES

Worship Services at Chapel Hill DGV

- Oversee all technical production elements related to main worship services and ministry programs (not necessarily fill a position) making sure positions assigned to Director and positions are filled and executed with excellence. This includes Audio Engineers (Front-of-house, Monitors), Lighting, Stage Crew, Video Director, Camera Ops, Producers, etc.
- Lead production details to ensure smooth musical, technical and stage transitions, and work through appropriate channels to address issues. Review Planning Center service plans, ensuring all production elements are noted and communicated clearly with necessary teams.
- Balance time between church-wide worship environments: Main Worship, Kids, Middle School, High School, Young Adults.
- Collaborate with the DGV team and contribute ideas for services and ministry events/meetings.
- Provide insight, expertise, and ideas related to AVL and stage design related to ministry events.

Global AVL System and Equipment Management

- Oversee designs, installations, and maintenance requirements for AVL systems ministry-wide.
- Develop and implement systems and procedures related to AVL requests for all locations and ministry events.
- Proactively ensure all system needs are fulfilled and operational for ministry events.
- Meet with ministries at all Chapel Hill locations to advise and support production needs for events and programs.
- Create and maintain a systems upgrade/refresh plan.
- Maintain an up-to-date inventory list of all AVL equipment.
- Coordinate the organization and orderly storage of all equipment, props, and production-related equipment.

Global Stage Design

- Lead the charge in the development of design and implementation for stage designs across our worship environments

- **Volunteer and Team Leadership**
- Actively enlist, equip and encourage a team of production volunteers.
- Facilitate the training of production volunteers ministry-wide.
- Develop proactive solutions to engage volunteers and potential staff to manage/execute all tasks necessary with limited resources.

REQUIREMENTS

- A heart for the local church and a growing relationship with Jesus.
- 3-5 years of related experience within the Audio/Visual industry and/or church live event production.
- In-depth technical knowledge of AVL systems.
- Ability to produce great work results through organization, uncompromising integrity, effective communication, and proactive problem-solving.
- Likes to take initiative on projects, locates gaps in processes, and enjoys seeing a project through to the end.
- Desires to provide exceptional experiences to ministry leaders and volunteers.
- Ability to conform to shifting priorities, demands, and timelines in a high-pressure environment.
- Team player who enjoys collaborating with and leading teams.
- A true leader who influences others to next-level performance.
- Possesses great time management skills and the ability to multi-task.
- Willing, and able, to delegate with oversight and inspection.
- Dependability in accomplishing projects on time.
- Positive, proactive, solution-oriented attitude.