

Position Description/ Evaluation

Position Title: Production Director - Part-time Position

Date of last revision/review: _____

Employee Name: _____

FLSA Status: Exempt Non-Exempt

Reports To: Minister of Music & Media **To:** Personnel

POSITION PURPOSE

The position of Production Director is not just a job, but a call from God to work with our church and community through the leadership of the Holy Spirit.

The Production Director is responsible for supporting the vision and leadership priorities are clearly articulated through the production of the worship services of our church in a spiritually meaningful way. The Production Director is responsible for all facets of ministry/worship productions including; direct oversight over all aspects of audio/video/lighting production as well as development of all stage and back of house requirements of the church.

QUALIFICATIONS

Must have a deep Christian commitment that seeks the mind of Christ and the guidance of the Holy Spirit in all things; a sense of call to worship and committed to teaching from the Word of God. Must be a person of integrity with family, the Church and community as well as a team player willing to work with other church staff. Must have sufficient formal training to perform the duties of the position; cooperate with the work of the Cherokee Baptist Convention, the Southern Baptist Convention and their agencies.

Licenses/Certificates REQUIRED: None

PHYSICAL ABILITIES REQUIREMENTS

Activity	Occasionally	Frequently	Continuous	% of Hours
	(1-33%)	(34% to 66%)	(67-100%)	
a. Sitting			X	
b. Walking		X		
c. Standing		X		
d. Bending		X		
e. Squatting		X		
f. Climbing	X			
g. Kneeling	X			
h. Twisting	X			
i. Lifting (0-50 lbs)		X		
j. Lifting (50+ lbs)	X			
k. Carrying (0-50 lbs)		X		
l. Carrying (50+ lbs)	X			
m. Pushing(0-300 lbs)				

VISUAL AND HEARING REQUIREMENTS

Yes | Must be able to see with corrective eye wear

Yes | Must be able to hear clearly with assistance

General Duties

Responsible for stage preparation and management for each service; to included but not limited to: stage design, equipment placement, proper sound and video checks, use of technology to enhance worship at all services.

Recruit, train and over see the production team and audio engineers to support all backstage aspects of service production and special events.

Support the leadership to create and provide sermon recordings for website and podcasts.

Develop and provide sermon series for development into product when required (prepare stage with microphones, needed equipment and sound checks prior to services).

Over see and maintain the audio related equipment. To include: inventory, maintenance and sound checks of all sound equipment.

Track and maintain equipment usage and formalize tracking system for any department using equipment.

Support and work closely with the Minister of Music & Media and all staff leadership to serve at special events where production is needed. To include: stage set up, lighting, sound etc.

Attend and support the scheduling, planning and preparation for all production rehearsals.

Must attend staff meetings and other called committee meetings as required to be better informed of entire church ministry.

Perform other duties as assigned by the Minister of Music and Lead Pastor as needed.

Customer Service

1. Treats people as the most important part of job.

2. Listens to concerns.

3. Takes actions to appropriately and successfully addresses issues.

4. Demonstrates respect for diverse cultures of all members/visitors, families and fellow staff members.

5. Honors all policies of the Church as established

6. Communicates well with all members/visitors and fellow staff members.

Safety

1. Follows safety guidelines set forth in policy.

2. Knows location of closest fire extinguisher.

3. Speaks up for safety and reports potential safety issues to proper committees/leaders

4. Attends all required safety education programs.

5. Provides complete and accurate response to safety responsibilities.

Standards of Employment

1. Attire is professional, neat, clean and appropriate for work performed and maintains a Christ-like attitude

2. Maintains confidentiality of information at all times.

3. Consistently follows attendance policy/guidelines

Quality Improvement

1. Identifies and supports growth/change to improve

2. Works toward continuous improvement based on ministry needs.

3. Contributes new ideas, makes helpful suggestions for change.

4. Works effectively as a part of the team, participates and supports group efforts.

I have reviewed these job requirements and verify that I can perform the minimum requirements and essential functions of this position.

Legal Disclaimer: This is not a contract of employment and job duties and responsibilities may change and additional job duties may be requested.

Employee Signature:

Date: