

Job Title: Production Director

Reports to: Worship Pastor

40+ hours per week



PERSONAL QUALIFICATIONS:

1. Practices transparent, authentic Christian values and principles publicly and privately.
2. Worships Jesus wholeheartedly. It is the passion of his/her life to be a disciple of Jesus Christ.
3. Yearns for excellence in all he/she does, yet sees the value of the person as more important than the perfection of the ministry.
4. Can work with others with sensitivity and humility.
5. Has a servant's heart and teachable spirit. Practices "going the second mile" in accomplishing work and creating and maintaining positive relationships.
6. Creative mind and eye that can translate creative thoughts into action, moving Union Chapel forward using creative elements and media.
7. Cultural awareness to the needs of children, youth, and adults and the ability to relate to their needs.

GENERAL RESPONSIBILITIES:

1. Lead and manage the inventory, repair, purchase, and installation of all Union Chapel technical/production equipment.
2. Operate front of house audio for all main weekend worship services.
3. Recruit, lead, equip and manage volunteers to produce the technical aspects of the weekend services and special events.
4. Maintain and organize all stages and equipment closets.
5. Maintain communication with leadership and volunteers.
6. Coordinate staff/volunteers for weekend services and events.
7. Provide oversight of all weekend broadcasting both live events and recorded.
8. Aid with stage design team planning for weekend services, providing guidance for lighting and sound.
9. Recruit, lead, and maintain a team of volunteers to serve as the weekend Production Team.
10. Oversee production needs for all events and services at Union Chapel.
11. Assist in the management of the department budget and plan spending.
12. Attend weekly Creative Arts Team meetings.
13. Print and disperse weekend sermon schedule (Planning Center) documents.
14. Perform required administrative tasks in a timely manner.

SECONDARY DUTIES AND RESPONSIBILITIES:

Other duties, responsibilities, and/or ministries may be acquired or assigned including leading projects that are of added value to the church.

PREFERRED QUALIFICATIONS:

Experience in graphic design, marketing or production related fields. Bachelor degree required. Experienced

with Audio/Video/Lighting/Computer Technology with 2 Years of full-time experience in production work. Organizational, Leadership and Management gifts/skills.

Submit Résumé To: Candace Ford, ford@unionchapel.com