

Production Director Job Description

Purpose

The Production Director is a high capacity leader who will directly oversee and pastor the production team and their respective leads. The Production Director is fully capable of building teams, raising up leaders, multiplying himself (herself), and continually developing various production team captains under them: Audio, Broadcast (Visual & Video), Lighting, Stage and Translation. The Production Lead will act as the Executive Producer for Sunday gatherings and any/all special events midweek requiring any production/tech elements (i.e. Team Night, Christmas/Easter, Conference, Night of Generosity, etc). Once systems and processes are dialed for Sunday experience; He/she can focus their efforts on improving production elements for Prayer Room, ZYTH, and Zion Nights that occur during the week. The Production Director works closely with the Worship Pastor and Creative Director, and collaborates with other team members to ensure smooth events executed with excellence. The Production Director is more than capable of managing many moving parts, leads a team well, and can recruit/rally many contributors/creatives to reach one common goal in a timely manner. He (she) has a passion for creating systems, operations, sound engineering, videography and has dedicated their life to honing their craft. The Production Director honors timeframes, carries a spirit of excellence, and strives to bridge the gap between Presence and Production by capturing the culture of Zion Church in the most authentic way. As a modern day scribe, the Production Director will seek to give the Lord what He deserves through audio, video, visual and lighting elements.

Accountability

The Production Director reports to the Worship Pastor.

Fit

A great Production Director for Zion Church is a person who is life-giving, authentic, loving, strategic, creative, and innovative. An inspiring person who is a team builder, a strong leader, spiritually wise, and an effective manager. This person has a gift for seeing the whole picture, and is at home managing details and creating systems and processes for accomplishing vision. This person has strong technical production skills and experience, and knows how to provide excellent management of leaders, teams, systems, and processes. This person has strong communication skills, Godly character, and a pastoral heart.

The Production Director will be responsible for developing systems, implementing processes and overseeing, managing, and multiplying the following teams:

Audio: *From our live experiences to studio projects and video production, this team works to mix and master audio.*

- Train team on proper setup and tear down of audio equipment (see checklist)
- Oversee execution of sound check and mix the band's in-ear mixes as needed
- Audio mixing to optimize sound, clarity and power
- Oversee use of broadcast template for online mix
- Converting sermon into podcast and ensure it's uploaded to the proper platforms

Broadcast: *This team displays & captures all live content at Zion Church. From lyrics to IMAG display, this team oversees our live production broadcast.*

- Oversee Video Team:
 - Ensure switcher, cameras, and feeds are relaying correctly
 - Train team on proper setup and tear down of wifi modem
 - Manage the streaming and recording process, start and stop times
 - Countdown to ensure services start on time
 - Implement back up recording plans (SSD, SD cards, etc)
- Oversee Visual Team:
 - Train all volunteers to become excellent in utilizing, running, and troubleshooting Propresenter
 - Oversee LED wall setup and teardown (proper cabling, *dot the I's and cross T's*)
 - Input and format all lyrics, sermon notes, slides, videos, and graphics
 - Dial in screen configuration (confidence monitors, led wall, video switcher)
 - Run all ethernetets for separate feeds

Lighting: *Working in spaces as varied as parking lots, indoor theaters, production studios, and classrooms, our lighting team illuminates the spaces around us and the subjects that fill them.*

- Proficient in Lightkey
- Able to design, program, and install lighting layouts for various venues and special events
- Thorough knowledge of electric load calculations

Stage: *Wearing all black, this team is behind the scenes, service producing, discreetly shifting stage elements, and assisting individuals to enter and exit stage areas. This team ensures the service flow is seamlessly executed, safety is prioritized, and the guest experience is distraction-free.*

- Collaborate and communicate clearly with Worship Pastor and Sunday Experience Pastor to ensure the experience is excellent and distraction-free
- Build and train a team
- Oversee Show Runners: day-of coordinators that ensure a smooth seamless service experience. Both for backstage and front of house

Translation: *Provides Spanish and Portuguese translation and resources to our guests.*

- Implement systems and hardware needed for translating our services
- Oversee a team that will serve on monthly rotations

The Production Director's Administrative Responsibilities:

- Maintains a high level of long-term planning, preparation, and strategic execution:
 - Effectively utilizes PCO (Planning Center Online), scheduling all team members 1 month in advance, manages team member's "blackout dates," and replaces team captains well in advance
 - Oversees uploading sunday broadcast to our YouTube, Church online, and website.
 - Manages the Production Department's Budget
 - Oversees purchasing of production equipment
 - Directly reports to Worship Pastor in a timely, clear, and consistent manner

- Organizes, trains, recruits, schedules, and auditions performing and support volunteers for Sunday services and church events
- Raises up “team captains” for each department within production team. Meets with them weekly (via phone or in person) to assess health of the team

Pastoral/Directional Leadership:

- Partners closely with the Worship Pastor to develop, structure, and lead the tactical execution of Production team goals and weekly rhythms
- Builds “family” within the production teams (monthly team hangs, coffee one-on-one’s)
- Effectively manages the production budget in accordance with purchasing guidelines.
- Provides pastoral guidance Scripturally, in the fullness of the Spirit, and pastoral support to build up, coach, and minister to production team members
- Provides functional and spiritual oversight and accountability to the production team members

Qualifications

Education: College degree or commensurate field-related experience.

Experience: Minimum of five years related experience in technical production and leading teams to produce church services and/or shows, concerts, live events, studio recordings, etc.

Time Expectations

Part Time – 16 hours, minimum*

Term

Beginning on October 9, 2022 and reassessing in 3 months on January 9, 2023.

Personal and Spiritual Requirements and Expectations

- Professes Jesus Christ as Lord and Savior.
- Commitment to personal spiritual growth, godly character, and healthy lifestyle.
- Models standards and expectations of leaders within Zion Church, including:
 1. Tithe to Zion Church.
 2. Regular attendance at all services and Zion Church events.
 3. Abstain from illegal substances, drunkenness, and any immoral behavior.
 4. Adhere to the parameters and processes set forward in our Employee Handbook.

Classifications, Conditions, Compensation and Commitments

1. Conditions & Commitments

Be able to carry out all dynamics of the job with the following considerations:

- a. Maintain a positive and respectful disposition and communication towards the pastors, directors, and all other staff team members.
- b. Must pass a background check.
- c. Maintain a growing relationship of faith in the Lord Jesus Christ with commitment to pray for this church.
- d. Carry on with godly attitude in relation to all staff and laypeople in the church.
- e. Will follow Matthew 18 Conflict resolution principals in any cases of conflict.
- f. Will adhere to the ‘Staff Values at Zion Church.’
- g. Will read and agree to the terms of the Zion Church Employee Handbook.

2. Classifications & Compensation

Agree to the following details of employment:

- a. This will be an at-will employment agreement, with a common understanding and hope that the commitment will be year-to-year, with a long term partnership in view.
- b. A formal annual employee review and yearly compensation adjustments will be based on performance review, generally made with the new budget in September.
- c. *You will work a minimum of 16 hours per week. As all Christians are called to simply serve the Lord in their church beyond their income providing jobs, so you are asked to consider that some of what you do you would be doing anyway in service to the Lord as a Christian. So, you should end up investing more than your 16 hours per week because of this fact. We ask members to commit to volunteering in ministry 3-5 hours per week for ministry after their work or job; that same servant attitude must be modeled in the staff as well; This is an implied part of your responsibility.
- d. You will normally take at least one full Sabbath day each week, in which you will refrain completely from church work, to the best of your ability.
- e. You may take up to 5 sick days on occurrence of illness. You must ensure that your ministry area runs smoothly in your absence and that the right volunteers are in place so that everything is executed well in your absence.
- f. A formal annual performance review will be conducted in April.
- g. You are requested not to take time off at Christmas or Easter. Request for time off should be discussed with the Lead Pastor as far in advance as possible. It is our expectation that you will discontinue your other employment (if applicable), or ensure that it will take place outside of the hours of your work with Zion Church.
- h. The established salary range for this position is \$30,000 annually (\$37/hr), based on qualifications and experience.