

DIRECTOR OF PRODUCTION JOB DESCRIPTION

The PNC Tech Team is one of the most important departments within our church. Without the Tech Team we wouldn't be able to have the high-quality production experiences that are core to our gatherings as a church. As we continue to grow and expand as a ministry, consistency and high standards of excellence are of utmost importance. The Director of Production helps to ensure we are meeting those standards and continuing to grow and evolve in the way we leverage technology to better serve our church and reach more people for Christ.

GENERAL OVERVIEW

This person must have interpersonal skills and should represent Christ and His church well in the community at large. They should follow the biblical model of sacrifice by being willing to put the needs of others in front of their own. In all of their actions they should be positive and supporting of the Vision and Mission of PNC.

The Director of Production will be responsible to lead production at PNC in its entirety. A positive, team-oriented, kingdom-minded individual who models initiative, service, and accuracy as they play a pivotal role on the team.

This person is responsible for all of the technical details in the audio, video, and lighting for the weekend experience. Manages all AVL equipment, including the purchase, maintenance, organization, and operation of all AVL equipment on campus.

PRIMARY RESPONSIBILITIES

- Lead the team of production staff at assigned location to execute gatherings and events with excellence.
- Provide vision and support for production members.
- Assess future technology needs and works with the Worship Pastor to implement purchase strategies and timelines.
- Prepare stage for rehearsal and presentation each weekend as well as for events.
- Ensure all production roles are scheduled and filled prior to gatherings and events.
- Provide fast and effective solutions to all AVL hardware and software difficulties on campus in a prompt and efficient manner.
- Assist in leading, recruiting, and training all live production volunteer team and staff members.
- Consultancy and technical support to other ministries.
- Attend weekly program team meetings as needed.
- Attend continuing education opportunities in regard to live production (at least once a year).

*This job description in no way states or implies that the PRIMARY RESPONSIBILITIES are the only responsibilities of this position. The employee is required to follow any other reasonable instruction and perform any other reasonable duties at the request of the supervisor or other senior management personnel.

IMPORTANT PROFICIENCIES

- Detailed knowledge of digital and analog audio systems and networks as well as large-format digital consoles.
- Detailed knowledge of video recording and presentation software.
- Detailed knowledge of projectors, displays, and video transmission.
- Detailed knowledge of intelligent, theatrical, LED, and DMX processing of lighting.
- Must be able to lift up to 50 pounds and move up and down stairs on a regular basis. This position is 95% indoors and 5% outdoors.

AN IDEAL INDIVIDUAL

- Bachelor's Degree in relevant field is preferred with four years of experience in live event production or equivalent combination of experience is required. Consideration and exceptions will be given to those just exiting College/University.
- Has led or helped lead volunteer crews in a live production environment.
- Loves to plan by understanding the give and take between planning and last second changes.
- Does not get discouraged by the impossible.

WORK ENVIRONMENT EXPECTATIONS

- Willingness to adapt and be flexible, while working above and beyond expectations when necessary.
- Acts as an advocate of the values and vision of PNC, Worship Arts, and the Worship Pastor.
- Low drama, high-momentum, high-capacity, positivity, over-comer, dreamer, creative-can-do-whatever-it-takes attitude.
- High level of initiative and ability to take a proactive approach to work.
- Performs job duties on time with excellence.
- Actively participates in the life of PNC.
- Regularly meet with Worship Pastor to work on personal and spiritual growth and leadership.

WORK SCHEDULE - 20hrs

Sunday: 7am - 1pm, Tuesday: 9:00am-5:00pm, Thursday: 6:30pm - 8:30pm. 5hrs flex for events, editing, other planning.