

CHURCH AT VIERA

Job Description Form



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Job Title	Production Director
Reports To	Service Programming Director
Rev	Date Approved: January 24, 2023

Level/ Grade	Type of position:	
	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

The Production Director will lead the Production team and oversee the audio, video, and lighting elements of adult weekend worship services and special events led by the Service Programming Team at Church at Viera. This position will report to the Service Programming Director. This person will oversee all technical and production staff and CREW (volunteers) by recruiting, training, and developing teams to serve the technical aspects of the weekend services at CAV.

ONE SENTENCE JOB DESCRIPTION

To create a smooth technical experience in the weekend adult worship services.

JOB RESPONSIBILITIES

Responsibilities

- Lead Production Team (audio, video, lighting, and set design)
 - Recruit, train, develop and oversee Production Team (staff, CREW, and contractors)
 - Build a community of production staff and CREW who are competent, connected, and committed to CAV
 - Develop a Production Team culture that is centered around our vision and encourages a unified approach to services and events
 - Evaluate production quality and work with staff and volunteers to continually grow
- Oversee day-to-day operations of production
 - Scheduling
 - Installation, determination, and purchasing of new equipment
 - Maintenance of equipment
 - Training staff and volunteers to produce desired results
- Function as production liaison at weekly planning meetings
- Determine and oversee capital and operational production and technical budgets
- Work with SPD team and CREW to ensure all technical needs for Sunday's worship service and SPD led special events are met

Job Title	Production Director	
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EDUCATION		
<ul style="list-style-type: none"> • Formal training, specifically in production, broadcast, or technical disciplines 		
EXPERIENCE		
<ul style="list-style-type: none"> • 2 + years hands-on experience in a modern production environment required • Live video (IMAG), broadcast video (stream), and video production experience required • 2 + years' experience in a Production Director or Technical Director role at a church of 1000 + weekend attendance preferred • 2 + years' experience in a management position with oversight of staff, volunteers, and budgets preferred • Multi-venue and/or multi-site worship service experience preferred 		
SKILLS / TRAITS		
<ul style="list-style-type: none"> • Must be a fully devoted Christ-follower and support the ministry of CAV and its leadership team • Must be a team player and a team builder with the ability to rally others around the ministry and mission of CAV • Must demonstrate Godly character and live according to God's word • Must have excellent written and verbal communication skills with the ability to communicate with pastoral staff members, support staff members, and technical and production volunteer team members • Must have strong instruction skills to train volunteers and others • Must be physically capable of lifting 50 LBS or more • Must have a strong understanding of: <ul style="list-style-type: none"> • Production related technologies including audio, video, lighting, and presentation software • IMAG, live stream, and video production including video editing and post-production video software 		