

Production Manager

Department: Worship

Reports To: Creative Director

Campus: All

Hours: Full Time

Work Schedule

Tuesday – Friday, All Day Sunday [Flexibility needed for load-in/out & events]

Job Description

The Production Manager brings value to the church by providing high-quality management of on-site experiences for weekend worship and campus events. He/She executes and upholds the creative vision for weekly gatherings and events, as well as upholds the culture of Gospel City Church. This position is responsible for campus-wide sound, video, and lighting, as well as broadcast. He/She directs, schedules, and trains the volunteers who utilize the equipment and execute weekend services and events. This position also heavily aids the production efforts of other campuses, and is responsible for making recommendations on campus equipment purchases.

Key Roles

1. Producer for weekend services and events
2. Build, Grow, Lead, and Schedule a team of volunteers
3. Lighting Designer
4. Production assistant to broadcast
5. Audio Engineer

Leadership Responsibilities

- + Lead a team of volunteers
- + Lead contractors as necessary

Job Responsibilities

- + Directly manage all areas of live production for Gospel City Church weekly gatherings and events [Volunteers, Vendors/Rental, Programming Details, Load-in/out, Pre-Production, Debrief]

- + Manage live production equipment and volunteer schedule for all gatherings of Gospel City Church including Worship Center, Kids, Students, and events as needed.
- + Schedule all volunteer positions for production and broadcast [Audio Engineer, Lyrics/Screen Media Op, Lighting Op, Stage Hands, Camera Ops] Responsible to make sure all production roles are filled for all gatherings and events.
- + Ensure all production volunteers are trained and knowledgeable to be highly efficient contributors to the production team.
- + Implements and executes overall vision of Creative Director for stage and environment designs including rental & sourcing of gear, coordinating with related vendors, contracting/recruiting builders of stage and environment installations and props.
- + Lead and coordinate set up and tear down of stage and environment designs, utilizing the Facilities Department as needed. Coordinates with the Facilities Department for storage, inventory, and movement of stage and environment props. Resource certified rigging professionals in conjunction with the Facilities Department for required applications
- + Lead pre-production efforts for gatherings and special events and schedule meetings as instructed by Creative Director.
- + Leads pre-service logistics meetings and communicates program details.
- + Manage Production Budget in collaboration with Creative Director and Worship Pastor
- + Create and uphold efficient and organized processes for maintenance and storage of all live production equipment in collaboration with Creative Director.
- + Maintain an organized side stage and storage environment. Pays attention to details like gaffing cables and removing clutter from visible and non visible stage areas
- + Grow and manage a stage-hand team to support worship team and teaching pastor/speaker for weekly gatherings and special events
- + Support teaching pastor/speaker, worship team, Kids, and Broadcast Director in the role of Producer for all weekly gatherings and events as assigned by Creative Director. Available to troubleshoot production related problems as necessary during weekly gatherings and events.

- + Stay up to date on production and staging trends as well as technical knowledge of new software, equipment, and products. Attend concerts and live events for sources of inspiration and creative influence.

Professional Skills & Experience Required

Complex understanding of lighting, live video systems, and Front of House audio systems. Must be proficient in live presentation software such as Pro Presenter and Pro Video Player. Proficient in audio software and protocols like Pro Tools, Adobe Audition, and Dante. Must possess knowledge of live broadcast processes, cameras & equipment, and IMAG. Have a basic understanding of Adobe Premiere Pro.

Expectations

Member, or willing to pursue membership, at Gospel City Church. Must demonstrate a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior. Leader, capable of recruiting and managing volunteers.

Ability to troubleshoot and solve problems quickly. Detail oriented. Willingness to adapt and be flexible, while working above and beyond expectations.

Educational Requirements

- + Bachelor's degree in a related field or commensurate experience.