



COMMUNITY
PRESBYTERIAN CHURCH

Director of Production – Full Time

Title/Position: Director of Production – Full Time

Department: Worship & Arts

Team Leader: Minister of Worship & Arts

General Description

A committed Christ-follower responsible for all aspects of church technical production (audio/video/lighting/staging) for CPC's Worship & Arts ministry, including worship services, events for SRVCA, CPC Ministries, For The Valley, and other special events as scheduled by CPC leadership.

Specific Responsibilities

- Oversee all aspects of church technical production for worship services, SRVCA and CPC Ministry events, other CPC ministry events and productions. Includes coordinating with ministry and school staff related to detailed planning, resource management, process management
 - Interact with ministry leaders, school leaders and event sponsor/coordinators to design and oversee all aspects of event production whether on campus or, as needed, off campus
 - Assist core and campus team members with audio, lighting, video, and scenic concept, setup, and execution including hands-on contribution to completing related tasks and projects.
 - Assist in post-production editing and archiving of recorded services and events
 - Oversee the distribution of audio and video recordings to all media outlets (web, media replication, broadcast, etc.)
 - Engaging with congregation and community members as needed to convey CPC's overall and worship and production vision

- Manage CPC's technical staff, including
 - Oversee scheduling and well-being of technical staff, seeking to create an engaged, creative, disciplined work environment to allow for timely completion of tasks with high quality results.



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- Oversee and engage in orientation, training, and development of all technical staff and volunteers
- Recruit, train, and retain production volunteers, including providing inspiration and development for growth
- Provide strategic direction, oversight and inspiration for CPC's technical production, including
 - Possess and maintain a current understanding of church production technology related to audio, video, lighting systems, stage and scenic design. Coordinate software, hardware and firmware updates
 - Maintain all Worship and Arts equipment, including inventory, ensuring all equipment is kept in working order, coordinating repair, replacement, and ordering new and replacement equipment
 - Cast vision and strategy for forward thinking initiatives, improvement and innovation in CPC's productions, including brainstorming, supporting, planning and driving creative programming ideas, strategic planning of big picture projects like equipment philosophy and capital upgrades for maintenance, and growing/strengthening vendor relationships

Secondary Responsibilities

- Ability to work evenings or weekends to manage or support CPC church and school-related events
- Able to travel independently to on-campus and off-site locations, including transport, set-up and break-down of audio/sound equipment
- Seek and act upon ways to increase your work effectiveness
- Ability to work independently and responsibly to perform all duties to meet deadlines
- Be aware of and follow the employee procedures documented in the Human Resource policies and procedures handbook, including CPC's personal conduct guidelines
- Demonstrate professional and positive communications and attitude
- Build and maintain healthy relationships with other Tech team members, W&A Team, the Pastoral Staff and other CPC employees, adding value to every area.
- Keep your supervisor informed of problems within your areas of responsibilities and include suggested solutions for any problems identified
- Perform other duties as requested by CPC leadership



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Qualifications

- Strong, committed Christ-follower
- Significant experience in lighting design and implementation, camera and video equipment, live and broadcast video production and editing, stage and set design and build
- Working knowledge of presentation software (e.g. ProPresenter, Google slides)
- Experience with video, audio, lighting, broadcast hardware and software, (e.g. Blackmagic Video Systems, Waves, GrandMA lighting systems, Dante, Adobe Premier, FinalCut, online live streaming experience, Dante, in SDI and NDI networks)
- Proficiency in Google Docs, Sheets, Slides, Word, Excel, Outlook, Slack, Avid Pro Tools.
- Good oral and written (English and grammar) communication skills
- Proven track record working as a visionary, mentor, humble servant leader, and engage, collaborative team member.

Physical Requirements:

- Installs/builds rigging, lighting, sound equipment, and erects stages, including crawling in tight spaces, operating lift equipment, operating construction tools and equipment.
- Operates lighting and sound equipment during rehearsals and performances, following audio or visual cues.
- Operates live action camera equipment, including up and down stairs and multi-level staging
- Moderate physical activity. Must be able to lift and carry up to 50 lbs., and/or standing and/or walking an average of 4 hours a day.
- Climbs ladder to ceiling grid, inserts ends of cables or ropes through ceiling grid, and attaches cables to scenery, curtains, equipment, support pipes, and counterbalance weights.
- Drives infrequently to various locations to support CPC ministries with video, audio and tech support needs; includes loading, setting up, operating and breaking down equipment

Terms of Employment

- 40 hours/week
- Salary range \$40 -45/ hour
- Benefits: Medical, dental, vision, vacation, paid holidays, retirement program, short and long-term disability