

PRODUCTION DIRECTOR JOB DESCRIPTION

MINISTRY DEFINED:

The PRODUCTION DIRECTOR serves to provide spiritual and administrative leadership to the PRODUCTION Department of Eastridge Worship. The PRODUCTION DIRECTOR serves to ensure that the vision and leadership priorities of the Lead Pastor are clearly articulated and that both a spiritual anointing and a spirit of excellence are developed throughout the department's ministries.

The PRODUCTION DIRECTOR has direct oversight and responsibility over the Audio/Production department. The PRODUCTION DIRECTOR is responsible for development of all "back of house" requirements of the church. The PRODUCTION DIRECTOR will work with the Worship Pastor and department team on a weekly basis and then coordinate each "back of house" production item needed for the seamless presentation of the ministry plan.

WORKS WITH:

The PRODUCTION DIRECTOR works closely with the Worship Pastor, the worship department team and is amendable to the Lead Pastor and Executive Team.

REPORTS TO:

The PRODUCTION DIRECTOR works directly under the leadership of the Worship Pastor. The PRODUCTION DIRECTOR is ultimately responsible to the Lead Pastor for leadership and job performance. The Executive Pastor, as the head of the ministerial division and chief of staff, is the direct supervisor for the entire ministerial team on a day-to-day basis.

SPIRITUAL FORMATION AND ANOINTING:

One of the most important aspects of the PRODUCTION DIRECTOR is to instill a sense of mission and purpose within the entire Production Team. The PRODUCTION DIRECTOR will work to teach and lead the team members to grow spiritually and to instill in each team member the ministry DNA of Eastridge.

BUILDING TEAMS AND EQUIPPING LEADERS:

Strong administrative skills are a requirement to be successful in this position. The PRODUCTION DIRECTOR is responsible to create the organizational structure and administrative execution that empowers the department to operate in a spirit of unity and excellence. This job requires a strong emphasis be placed on recruiting, training, and team building. Each division within the Production Department must have clear leadership structure and effective communication of vision and expectations. A major key to success will be the ability to recruit and nurture a continual pipeline of new leaders and volunteers.

The PRODUCTION DIRECTOR will give direct oversight to the each of the major divisions within the Production Ministry. The PRODUCTION DIRECTOR will equip his "core" team members for success. Some of the tools and skills that are to be implemented are:

- + A written statement of vision and overview of leadership structure for each division of the ministry.

- + Flow charts and clear leadership pathways defined for each department.
- + Written two paragraph job descriptions for leaders and volunteers.
- + Weekly staff meetings with Worship Pastor, worship and department team.
- + Weekly staff meetings with “core” leadership team.
- + Responsible for the long-term and weekly scheduling and communication with all Production staff, including weekly email and web-based reminders of volunteer’s schedules.
- + Each department should be trained in production management. This includes Eastridge standards and culture, protocol for approval of events and productions, calendar approval of events, importance of printed timelines and clear communication to all team members.
- + Work with the Worship Pastor to ensure every service flows with a spirit of excellence—preparing the way for people to hear and receive from the Lord.
- + Internships should be developed to create opportunity for students to learn hands-on ministry experience.

SETTING THE TABLE FOR MINISTRY THROUGH EXCELLENCE IN THE PRODUCTION DEPARTMENT:

The PRODUCTION DIRECTOR is responsible to build his teams to provide technical excellence in every service and thus prepare the table for ministry. The PRODUCTION DIRECTOR will work to bring a spirit of excellence in all “back stage” ministry areas.

STAGE PREPERATION AND MANAGEMENT:

- + Oversee the specific stage preparation for each service.
- + Stage preparation includes everything from stage design and equipment placement to ensuring a proper sound and video check are preformed prior to each service. Nothing should be presented on screen or stage that has not been previewed prior to a service.
- + Use technology to enhance worship and the preaching of the Word of God. Our goal is to create a positive environment and to eliminate as much distraction as possible so people can hear and respond to the Lord.
- + Recruit, train and manage the production team to help with all backstage aspects of service production and special events.

AUDIO:

- + Recruit, train and schedule audio engineers.
- + Provide sermon recordings for website and podcast.
- + Provide sermon series for development into product when required
- + Prepare stage with microphones and needed equipment.
- + Maintain the audio and related equipment.
- + Provide sound check of all lines/videos prior to each service.
- + Maintain and inventory all sound equipment. Track equipment usage and formalize tracking system for any department using audio or video equipment.
- + Provide audio for special events and offsite events.

LIGHTING AND INTELLIGENT LIGHTING:

- + Recruit, teach and empower a team of leaders who will provide excellent lighting for all of our services.
- + Bring expert advice and insight as to how other large churches are effectively using lighting.

- + Oversee the use of theater lighting for major productions.

SPECIAL PRODUCTIONS AND SPECIAL EVENTS:

The PRODUCTION DIRECTOR will work with the Worship Pastor and other production leaders to serve at our special events. This includes major productions where theater lighting and special effects are vital. It also includes such events as banquets or offsite events such as a business luncheon.

- + Work with Worship Pastor to plan and prepare Production rehearsals.
- + Schedule and oversee technical rehearsals during major productions.

VIDEO & TECHNOLOGY:

The PRODUCTION DIRECTOR serves as our “expert” on technology related to the stage and service ministry. The Production Director will oversee the maintenance schedule of all ministry technology and keep the Worship Pastor and Executive Leadership Team abreast of specific concerns or needs related to:

- + Projection and Projection screens
- + Cameras and Equipment for IMAG
- + Video, lighting, sound consoles
- + Intelligent, video and theatrical lighting
- + Sound Reinforcement technology
- + Audio/video recording