



Position Title: Production Manager
Reporting Relationship: Creative Director
Exempt Status: Full-time, Non-exempt

Ministry Description: The Production Manager is responsible for preparing and executing production relevant to services, rehearsals, and events at the Sprecher Campus.

Primary Responsibilities:

- Load and manage ProPresenter for services
- Set stage and preset board for services
- Assist the implementation of audio/visual aspects for rehearsals and services to ensure high quality and limited distractions
- Clear stage post-service for mid-week format
- Assist in the assembly of media needed for each service
- Train and support ministry leaders on how to run equipment for their ministry
- Maintain and service tech equipment
- Leading and expanding team of audio/production volunteers
- Run audio for weekend services in auditorium
- Other duties assigned by creative director
- Install equipment for special projects

Professional Qualifications:

- Proven knowledge and experience working with digital sound boards
- Proven knowledge and experience mixing live or recorded sound
- Knowledge and experience working with AV equipment (cameras, lighting, etc.)
- Knowledge and experience with up-to-date audio equipment and technologies
- Troubleshooting and problem-solving skills
- Excellent time-management and organizational skills
- Effective verbal and written communication skills
- Detail-oriented and efficient
- Ability and willingness to lead and train volunteers

Preferred Competencies and Experience:

- Knowledge and experience working ProPresenter
- Knowledge and experience working with Planning Center Online
- Knowledge and experience working with Ableton and audio interfaces

Personal Qualifications:

- Maintains personal, spiritual and professional development
- Possesses a vibrant growing personal committed relationship with Jesus Christ
- Supports the Mission and Vision of Door Creek Church

Physical Demands:

Lifting up to 50 lbs

On foot for extended periods of time

Church staff should have a faithful commitment to Jesus Christ and demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.