

Production Manager

Role Type: Full-Time w/ benefits

Department: Worship

Reports to: Director of Technical Arts, SH

Overview

This position within Worship Arts Ministry is responsible for all live-production experiences that occur at The Bible Chapel, providing an excellent, creative, and engaging environment. The Production Manager would coordinate all live audio/video/lighting experiences at the South Hills campus as well provide consultation for campus leadership on vision and needs imperative to providing a high-quality service or production. This role would report to the Technical Arts Director.

Responsibilities

- Coordinate training and scheduling of tech volunteer team
- Assist audio needs with worship leaders
- Collaborate with video team on ensuring quality audio recordings which also include post-production editing
- Develop and train audio team for live and streaming experience for consistency and TBC sound philosophy
- Mix live audio for services 2 – 3 times per month
- Assist with weekend/special service creative planning
- Manage equipment inventory including repairs, replacements, and upgrades
- Work with technical team leads on communication, scheduling and training
- Effectively lead the tech teams during the weekend services (service production) for a distraction free service
- Assist Lead Pastor/Teaching Team on sermon development needs, including but not limited to finding video clips, pictures, and other creative ideas for sermon delivery.
- Collaborate with all other ministry departments that are involved in services (ushers, elders, connections ministry, etc.) to ensure communication has occurred and services run smoothly.
- Set up the stage elements including set design, audio needs (IEM's, music stands, etc.), and lighting.
- Upgrade/update software/firmware on systems
- Ongoing tracking and maintenance of all equipment
- LED wall configuration and management
- Assist with Tech Arts budget
- Consult with campuses/ministry leaders on an as needed basis
- Attend necessary worship arts and staff meetings, trainings, conferences etc.
- Regular attendance at TBC church services, meetings, activities, staff functions, and events as required
- Other responsibilities: as assigned by Supervisor

Spiritual Gifts

Craftsmanship, Creative, Leadership, Helps

Skills

The ideal candidate would be a mature believer in Jesus Christ and have a minimum of 5+ years in relevant Technical Arts/Production fields, with knowledge audio engineering/live-mixing, production/theatrical lighting, and live video producing. Candidate should have ability to multi-task and have good time management.

*This Job Description is subject to change at management's discretion.