



## JOB DESCRIPTION

**Title:** Production Director  
**Department/Team:** Formation/Worship  
**Reports To:** Worship Lead  
**Pay Status:** Salary  
**Exemption Status:** Exempt

**General Summary and Objective:** The Production Director will help people live and love like Jesus by implementing the vision for worship through audio, video, and lighting. This will be accomplished primarily by training staff and volunteers to contextualize the team's vision into their respective areas of ministry.

### Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Cast a clear and compelling vision for production across all age groups
  - Assist in training and development for all production volunteers
- Oversee the management and execution of production for all Crossroads worship services
  - Serve as the primary point person for production for Weekend Worship
    - Recruit, equip, and empower production volunteers with an emphasis on growing individuals toward increased leadership and ownership of the production ministry
    - Oversee the onboarding process for adult production volunteers
    - Schedule and communicate with adult production volunteers
    - Manage the set-up and preparation of production equipment for adult worship gatherings with a priority on setting up volunteers for success
    - Participate in the weekly worship gathering rehearsal
    - Serve as the service coordinator for adult worship gatherings
  - Manage staff (Production Specialist) and volunteers who serve as the primary point people for production for Kids and YTH services
- Build and invest in intentional relationships with Worship Team members (staff and volunteers).
- Oversee production set-up for all large group gathering spaces (Worship Center, Chapel, Student Loft, and Student Theater) and ensure proper maintenance for all production equipment.

- Collaborate with staff, ministry partners, and guests for one-off ministry events and rental events (i.e. ECS events, weddings, funerals, etc.). Provide training, as needed, for production needs.
- Assist in the sustaining, revising (as needed), and implementing of the worship vision
  - Collaborate in a team environment to pray, dream, and develop clarity around the vision and philosophy of worship
  - Contextualize and implement that vision for adults through the means of production
- Oversee the production portion of the Worship Team budget

### **Additional Responsibilities:**

- Attend regular staff prayer times, staff chapel services, and all-staff meetings
- Attend meetings, conferences, and retreats as requested
- Be present in Kids and YTH worship environments 4-6x per year
- Shepherd and care for production team members (staff and volunteers), primarily within the adult worship community
- Other duties as assigned

### **Requirements (knowledge, skills, abilities, education, etc.)**

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Associate degree or diploma in related field or equivalent experience
- 3-5 years of experience preferred with emphasis in audio engineering
- Demonstrated capacity to manage details, multi-task, and troubleshoot problems in real-time
- Demonstrated capacity to lead, administrate, and build teams including a willingness to trust and empower team members and volunteers.
- Demonstrated capacity to provide quality AVL support for multiple types of live productions
- Experience serving on a worship team (instrumentally or vocally), preferred
- Familiarity with most of the following software/programs: Planning Center Online, ProPresenter, Waves SuperRack and Plugins, Dante Networking Software, Lake Controller, Smaart, Shure Wireless Workbench, Logic, Ableton, Playback
- Familiarity with the following hardware: Midas Pro2, Behringer X32, High End Systems Hedge Hog, Black Magic ATEM Switcher

### **Work Environment**

This job operates in a creative work environment and requires regular team

collaboration with other employees and volunteers. This role routinely uses online management tools and standard office equipment.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, use hands and fingers, reach with hands and arms, bend, squat, kneel, lift and move equipment, instruments, etc. for stage set up and events.

**Position Type/Expected Hours of Work**

This is a full-time (40 hours/week), salaried, exempt position including weekend and evening responsibilities.

*Created: April 29, 2024*

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*