



Job Description

Production Manager

Date: May 29, 2024

Supervisor: Lydia Vermeesch, Worship Director

Staff Teams: Worship & Administrative Staff

Status: Part-Time (20 hrs/wk), Non-exempt

Role: Facilitate worship services by leading tech and production processes and teams. Assist in the planning of all worship services and events. Lead the planning of all AVL, stage, and production details for major services and events. Oversee management of tech, production, music, and visual arts equipment.

SKILLS

1. Leadership Skills

- a. Works well with people: can recruit, form teams, collaborate with supervisors and colleagues, resolve conflict
- b. Organized systems builder: can design processes, create lists, and hit deadlines
- c. Highly flexible and adaptable; able to focus under stress
- d. Able to prioritize and delegate tasks

2. Technical Skills

- a. Competence in audio systems, software, and repair/maintenance
- b. Competence in projection systems and software
- c. Competence in and ability to operate video equipment and live-streaming systems
- d. General understanding of and ability to oversee projects in carpentry, stage rigging, and set construction.

3. Artistic/Creative Skills

- a. Experience in live audio engineering
- b. Experience in videography and video production
- c. Experience in theatrical lighting and audio design
- d. Basic skills in typesetting and graphic design
- e. Experience in visual arts

4. Computer Skills

- a. Competence with Pro Tools, ProPresenter, Sibelius, Adobe Premiere Pro, Adobe InDesign, HTML, MailChimp, Dropbox, and general office software.

MINISTRY OVERSIGHT

- 1. Supervise Tech Team members
 - a. Meet regularly to provide support and training
 - b. Delegate tasks and oversee their completion

JOB DUTIES

- 1. Tech (Audio, Video, Lighting) & Production
 - a. Events
 - i. Create and lead pre-service schedules for Sundays and other events
 - ii. Serve as FOH engineer for Sundays and other events, including:
 - 1. Lessons and Carols (early December)
 - 2. Christmas Eve and Christmas Day services (Dec. 24 and 25)
 - 3. Confirmation services (Sunday afternoons several times throughout the year)
 - 4. Ash Wednesday services (Winter)
 - 5. Holy Week services (Spring)
 - 6. other services, events, and conferences as assigned
 - iii. Serve as Tech Director for Holy Week services, Christmas events, and conferences
 - iv. Serve as Tech Director for the Light and Lessons service
 - 1. Participate in leadership team meetings with theatrical directors, music director, and other production team members
 - 2. Run tech rehearsals (audio and lighting)
 - 3. Hire and supervise production consultants
 - 4. Rent and manage technical equipment, including microphones, lights, projectors, etc.

- b. Team Training & Leadership Development
 - i. Recruit and train volunteers to provide audio, lighting, and/or video for Sunday worship and other events as assigned.
 - ii. Develop apprenticing processes for higher-level volunteer roles (e.g. FOH engineer)
 - iii. Develop efficient and sustainable systems for basic event production and stage maintenance
 - c. Media
 - i. Record and disseminate original Resurrection content (sermons, music, videos, etc.)
 - ii. Organize and maintain Resurrection audio and video archives
 - iii. Work with Communications Director as assigned to film and edit videos for church website, communication tools, and social media.
 - d. Systems
 - i. Suggest improvements to AVL systems throughout building: determine necessary equipment, estimate costs, and lead/assist with installation as needed
 - ii. Working closely with Worship Director and vendors, plan best use of projection, video, and lighting: determine necessary equipment, estimate costs, and lead/assist with installation as needed
 - iii. Develop and manage audio, video, and lighting budgets
 - iv. Manage rental requests for audio technicians and AVL assistants
 - v. Change stage lamps and oversee general Sanctuary updates as needed
2. Music
- a. Systems
 - i. Oversee maintenance of music equipment
 - ii. Develop and manage music equipment budget
 - iii. Maintain music library
 - iv. Oversee creation of binders for music teams
3. Serve as member of Worship and Admin Staff Teams
- a. Attend worship, admin, and all-staff staff team meetings
 - b. Help plan and implement plans for liturgical seasons, feast services, and events
 - c. Plan and execute pre-service schedules

Fair Labor Standards Act (FLSA)

Status: Non-exempt (part-time)

Duties: Executive and Administrative

Description: Overtime is paid. This position is a part time salaried position with expected hours per work week as stated above. Job responsibilities are expected to be completed within the expected hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, extra hours worked during a work week will be paid at the normal hourly rate, and hours worked more than 40 hours during a work week will be paid at a total of one and one half times normal hourly pay.

Special note regarding overtime work: Due to the nature of this role and the increased intensity of responsibilities at certain times of year (Lessons and Carols, Christmas, Holy Week, and conferences), the Production Manager is expected to exceed their 20-hour work week several times per ministry year. These exceptional weeks should be discussed beforehand by the employee and supervisor together. Any overtime work will be paid according to the rates described above.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Frequently work weekends, occasional evening events.
- Constantly operate a computer
- Frequently operate audio, video, and lighting equipment
- Detect and identify problems in audio, video, and lighting systems
- Communicate quickly and accurately with others involved in live event production
- Remain in a stationary position for 50% of the time
- Frequently move equipment weighing up to 50 lbs. around the building
- Frequently ascend/descend ladders to maintain AVL equipment
- Frequently move and operate heavy machinery, such as lifts, to install/maintain AVL equipment

This job description is subject to change at any time.