FAITH BIBLE CHURCH | EDMOND CAMPUS

Associate Director of Live Production

FULL-TIME | SALARIED | NONEXEMPT

Revised October 2026

PURPOSE

The Associate Director of Live Production leads all audio, video, and lighting (AVL) operations for Faith Bible Church's weekend services, campus venues, camps, and off-site events — managing the equipment, technical execution, and team behind services and events.

PRIMARY DESIRE

AVL that operates at the highest level of excellence everywhere the church gathers, eliminating distractions and equipping a well-trained, well-led volunteer team to deliver it.

QUALIFICATIONS

- In agreement with the Faith Bible Church doctrinal statement.
- Bachelor's degree or equivalent experience; 4+ years of live production/AVL experience, including experience leading a technical or production team.
- Proficient on professional sound consoles as well as a working knowledge of lighting (consoles, fixtures, DMX), video (switchers, cameras, streaming/IMAG), and rigging/electrical safety.
- Demonstrated ability to manage equipment inventories, maintenance schedules, and a technical budget.
- Experience training and leading volunteer or staff teams in a live production environment.

GIFTS AND ABILITIES

- Working knowledge of large-scale production planning and execution across multiple venues.
- Consensus-building, servant-leadership style — highly relational, with a genuine desire to coach others.
- Strong organizational, strategic, administrative, and budgetary skills; detail-oriented with equipment and logistics.
- Clear, effective written and verbal communication with staff, volunteers, and the church community.

SPECIFIC DUTIES AND RESPONSIBILITIES

Live Service & Event Production

- Serve as technical director for weekend services and church-wide events, overseeing sound, lighting, video, rigging, and electrical systems.
- Translate leadership's vision into actionable technical plans and oversee execution from load-in through teardown.
- Set and uphold standards for live audio, lighting design, and video/IMAG production.

Equipment Maintenance & Management

- Take responsibility for maintenance and management of AVL equipment
- Maintain signal flow documentation, patch schemas, and system diagrams for every venue and stage.
- Recommend budget priorities and coordinate with vendors on maintenance, warranty, and service.
- Manage venues and other production spaces, including their equipment and upkeep.

Venue Prep — Campus, Camps & Off-Site Events

- Lead the packing, setup, configuration, and teardown of AVL systems for on-campus, off-site, and camp events.
- Assess each venue's technical needs in advance and build a site-specific production plan.
- Serve as on-site technical lead at camps and off-site events, troubleshooting in real time.

Volunteer Leadership & Training

- Recruit, train, and develop a volunteer AVL team across audio, video, lighting, and camera/streaming.
- Build a training pathway from onboarding through advanced skill development, with documented SOPs per role.
- Lead regular training sessions and run-throughs so volunteers can serve confidently and independently.
- Cultivate servant leadership, evaluate readiness, and build a pipeline of volunteer team leads.

Other duties as assigned

ACCOUNTABILITY

This position reports directly to the Media Director, the Executive Pastor of Media and Worship, and ultimately the Board of Elders.

PHYSICAL DEMANDS

This position requires the ability to lift and carry at least 50 pounds, safely work at heights, and serve in a variety of indoor and outdoor environments. Evening and weekend work, off-site travel, and overnight stays for events and camps may be required.