

PRODUCTIONS

Reports to: Chief of Staff, Worship Team

Direct Reports: JW Production Team members (paid & volunteer)

Scope

The purpose of the Director of Productions is to oversee all aspects of Audio/Visual/Lighting (AVL) needs of John Wesley's weekly services, conferences and other events. He/she is also directly responsible for building & maintaining the department staff and volunteers needed as well as ensuring the function and repair of all technological equipment in a timely manner.

Main Areas of Responsibility

- Provide Audio/Visual/Lighting technological guidance within the organization
- Produce weekly slides for all services
- Establish and direct the strategic and tactical goals, policies, and procedures for department
- Schedule, secure and oversee AVL needs for worship services and events
- Train Media/Production Team employees and volunteers
- Organize, schedule, and attend regular training sessions of for current/new volunteers
- Coordinate and schedule all Media/Production Team employees and volunteers
- Oversees maintenance of current AVL equipment
- Create and manage Production Budget
- Propose hardware/software solutions to accomplish the church's ministry objectives.
- Oversees capture of video, audio, & photo content for productions
- Oversees live-streaming for worship/events
- Oversee production of special video content for ministries
- Run or schedule AVL for funerals and weddings
- Run or schedule AVL for John Wesley Christian School events
- Attends all weekly meetings needed
- Consult with administration, department managers, and manufacturing representatives to exchange information, present new approaches, and to discuss equipment/system changes
- Participate in vendor contract negotiations for all new AVL equipment and services purchased

Key Activities and Deliverables

PRODUCTION – *Audio/Visual/Lighting*

- Serve as primary troubleshooting and management contact for audio, video, and lighting systems, including updating hardware, software, and equipment firmware; regularly cleaning and maintaining projectors and other equipment; loading and programming content for services and events; and managing the Production team
- Create schedule for employees/volunteers for all services & events

WORSHIP BULLETINS & VISUALS

- Train team of people to operate and produce visuals
- Work weekly with Worship Leaders to be 100% accurate

WEBSITE & LIVE STREAMING

- Upload weekly sermons (audio, video)
- Implement and manage live streaming

DIGITAL CONTENT

- Create/produce weekly digital content from worship services
- Use and archive captured video, audio, & photo content for productions
- Partner with the Director of Communications to produce videos needed ministries/worship

SPIRITUAL

- Care for needs of AVL employees/team
- Mentor Production Ministry team
- Attends all worship services on Sunday morning & all-church events
- Involved with the life of the church

SKILLS / ABILITIES

- Positive, enjoyable whatever it takes attitude
- Heart of a servant - this is more than a job.
- High-capacity, multi-tasking individual who is comfortable working independently without constant supervision
- Working knowledge of ProPresenter software, video switching hardware, video editing software, lighting and audio boards
- Strong written/oral communication and interpersonal skills
- Highly self-motivated and self-directed
- Demonstrate loyalty to the vision of the team and church
- Demonstrate commitment to spiritual and professional growth.
- Ability to work well with others, cultivate a team-building atmosphere, and nurture relationships with co-workers.
- Ability to manage calendar of events, task list, and own work schedule without supervision
- Ability to perform job requirements in high-energy and fast-paced environment
- Ability to maintain a high level of organization and manage multiple tasks and responsibilities simultaneously
- Willingness to work in and understand the intricacies of a ministry-conscious environment
- Ability to troubleshoot and solve problems quickly
- Ability to build teams and surround self with those whose strengths offset your weaknesses

KNOWLEDGE AND EXPERIENCE

- Must have strong leadership instincts and a proven track record of leading high quality individuals
- Must possess expertise in aligning and leveraging technology for the advantage of the church
- Must possess strong life-giving relational & management skills
- Strong technology and business acumen
- Must be able to create and manage change
- Ability to recruit, develop and retain high quality volunteer teams

KEY PERFORMANCE MEASURES

- Build and maintain a level of excellence in the technical arts
- Develop processes for continual improvement of AVL standards
- Develop and train volunteer teams for multiple services and future campuses
- Actively participate in ministry opportunities and events
- Pursue life-giving speech and actions as a member of the JW staff
- Work actively toward the larger vision and mission of JW in the context of the production department
- Embrace and practice the core values of the JW staff both professionally and personally

WEEKLY MEETINGS

- Staff Meeting – 9:30am – bi-weekly
- Dir. Pro and Worship Leaders – weekly
- Dir. Pro and Production Team – weekly

WORKING CONDITIONS

- 35 hours per week (Sunday – Thursday) with occasional events on Friday/Saturday