

**Job Title:** Producer

**Program:** Production

**Reports to:** Production Director

**Effective Date:** June 3, 2026

**Job Summary:**

The Producer is the central coordinator for worship services and production-driven events. This role serves to facilitate collaboration among ministry leadership, worship, and production teams to ensure every service and event is planned, rehearsed, and executed with excellence. The Producer is responsible for creating a seamless experience for attendees while maintaining a calm, organized, and mission-focused environment for staff and volunteers.

**Supervisory Responsibilities:**

- Coordinates staff assigned to specific worship services and production events.
- May recruit, train, and supervise volunteers.

**Duties/Responsibilities:**

**Worship Service and Event Planning**

- Collaborate with pastors, worship leaders, and ministry leaders to plan weekly services and special events.
- Participate in creative planning meetings and contribute ideas that enhance the worship experience.
- Build and maintain detailed service orders, timelines, and cue sheets using Planning Center Services and other ministry tools.
- Coordinate all technical, visual, audio, lighting, video, and staging requirements prior to rehearsals and services.
- Ensure all service elements are communicated clearly to staff and volunteer teams.

**Rehearsals and Event Preparation**

- Lead production rehearsals, soundchecks, and service run-throughs.
- Verify media, lighting, audio, and stage elements function properly before services begin.
- Identify and resolve timing, communication, or transition issues during rehearsal.
- Facilitate pre-service production meetings and team huddles to review expectations and assignments.

**Live Production Execution**

- Serve as the primary "show caller" during services and events.
- Communicate live cues for lighting, video, audio, stage movement, and transitions through the communication system.
- Monitor service timing and pacing to ensure services remain on schedule.
- Adjust service flow as needed while maintaining alignment with ministry leadership.

- Lead production response efforts during unforeseen circumstances, technical challenges, or emergency situations.

### **General Production Support**

- Operate production systems as needed, including lighting, ProPresenter, video playback, and other production systems.
- Assist with maintenance, organization, and stewardship of production equipment.
- Support weddings, funerals, conferences, and other special events as assigned.

### **Leadership**

- Recruit, schedule, and retain production volunteers.
- Provide training and leadership to volunteers in production systems, communication protocols, and operational excellence.
- Foster a positive, encouraging, and team-oriented culture within the production ministry.
- Act and lead rationally and consistently in a manner becoming the CityRise statement of beliefs and in accordance with its expressed values.

### **Other duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change.

### **Required Skills/Abilities:**

- Excellent organizational and project management skills.
- Excellent verbal and written communication skills.
- Excellent time management skills.
- Strong analytical and problem-solving skills.
- Strong interpersonal and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Experience leading teams in live production environments.
- Experience with Planning Center Services, ProPresenter, and production communication systems preferred.
- Working knowledge of audio, video, lighting, and presentation systems.

**Education and Experience:**

Required:

High school diploma or equivalent.

Working knowledge in AV.

Preferred:

College degree.

Advanced working knowledge in AV.

**Physical Requirements:**

- Prolonged periods of standing and walking and stair climbing.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up heavy objects weighing up to 50 pounds.

**Work Location:**

Work is performed approximately 90% on-site and 10% remote.

Definitions of work location:

On-site- typically on a CityRise campus

Remote- any location where work that can be completed effectively from

Hybrid- combination of on-site and remote, possibly including additional locations for specific activities  
i.e. pastoral care visits, homes, meetings, retreats, educational seminars.

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employee signature

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date