



Production & Technology Manager

JOB DESCRIPTION

OBJECTIVES

The role of the Production & Technology Manager is to assist the Pastor of Worship Arts and the elders of the church in enabling the gospel to be magnified through audio, video, lighting, and stage design. This includes supporting other Production ministry leaders and volunteers in recruiting, training, planning, and executing on all AVL events for the church. This role involves a dynamic mix of technical, creative, and leadership skills.

QUALIFICATIONS

- Be aligned with DCC's Statement of Faith and commit to exhibit a lifestyle that is consistent with the same
- Fulfill the responsibilities of DCC members as outlined in the membership covenant.
- Fulfill the character qualifications of a deacon/deaconess as taught in the Scriptures.
- Be detail oriented, with a focus on bringing organizational vision and leadership to DCC's ministries.

JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES:

Sunday Gatherings

- Provide strategic vision and support for AVL execution in all Sunday gatherings
- Implement full production plan for each gathering in collaboration with pastors and team leaders
- Shepherd, disciple, and encourage all production volunteers to serve in worshipful excellence
- Meet regularly with key leaders serving in production to identify operational pain points and work toward solutions, including technical training and resource upgrades

Special Events

- Plan and staff end-to-end production support for special events and ministry needs
- Provide creative vision and hands-on execution for stage designs, space aesthetics, and seasonal art installs
- Create proposals, budgets, timelines, and detailed execution plans for special worship seasons (e.g. Advent, Good Friday, Easter)
- Capture audio/video content for post-production and distribution

Media and Content Management

- Assist teams in meeting all weekly media deliverables consistently
- Provide audio and video editing for band audio mixes, website content, and special projects
- Plan, storyboard, shoot, and edit church-wide video content, stories, and promotional materials
- Backup and organize all audio/video digital content according to current storage resources

Technology

- Plan, design, budget, and execute new AVL projects
- Test technical gear at regular intervals, set up maintenance schedules, and manage production supply needs
- Troubleshoot and repair failing equipment, working with manufacturers/repair houses on non-warranty repairs
- Manage purchasing and budget resources for all production needs

Discipleship

- Provide coaching and leadership for production staff/volunteers to fulfill their roles and responsibilities
- Create and maintain standard operating procedures and training materials for all positions
- Provide regular written updates, recaps, vision, and encouragement to teams
- Communicate regularly with volunteer teams regarding new projects, special events, and leadership needs

KNOWLEDGE AND SKILLS:

- 3-5 years of production experience preferred
- Ability to adapt to a fast-paced, continually evolving work environment as the church grows (and spaces change)
- Proficient and knowledgeable in sound and video technologies and post-production tools, as well as Google apps, documents, spreadsheets, and software (mac based). Familiarity with Adobe Creative Suite is a plus.
- Aesthetic eye for details
- Self-starter and team player. Ability to manage teams and volunteers

DETAILS:

Full Time: Approximately 45 hours/week*

*must be available for misc. special events, church meetings, etc. as needed not to exceed five hours beyond normal office hours.

Schedule: Typically Sunday through Thursday (notwithstanding special events/trainings)

Vacation: 10 days floating vacation with one-week additional vacation between Christmas and New Years + 5 personal days

Salary: TBD. Depends on skill and experience.

Other Benefits: Full Medical/Dental/Disability/Retirement