



Job Description

Job Title: Production Director
Status: Full-Time
Supervisor: Global Worship Pastor

The Production Director will perform all tasks associated with establishing and maintaining a high level of excellence professionally, aligning with the overall vision of the Worship Ministry at Bell Shoals. Will primarily support the Brandon Campus but will also support all campuses as needed.

Key Responsibilities

1. Administrate and Organize

- a. Oversee the production of weekly and special events (Brandon Campus)
- b. Manage the Production Budget
- c. Lead the charge in maintaining all production equipment (including installs), and keeping supplies on hand.
- d. Effective planning, organization, and scheduling to help our team be the best we can be.
- e. Oversight/management of all production areas keeping them functional and clean in appearance.

2. Leadership of Staff & Volunteers

- a. Lead production team with authentic, God-led leadership providing effective team management that includes periodic performance reviews, management of employee hours, and task management.
- b. Oversee full-time and part-time production staff.
- c. Schedule and manage production teams on Planning Center.
- d. Contract production team members as needed.
- e. Proactively train, coach, and empower new volunteers.

3. Stage Design

- a. Collaborate with the production & worship staff on stage designs and build for weekends and special events.
- b. Assistance with physical setting of stage and room for productions and events (campus-wide).
- c. Help campus worship leaders design new stage sets.

4. Worship Services & Special Events

- a. Be the chief-problem-solver by bringing clarity to all production teams before they show up for services/events.
- b. Be the point-person for all things production and ensure we are executing at a high level.
- c. Ensure that all weekends and special events are streamed to the correct locations via Resi.
- d. Be flexible! Some jobs may be added on occasion (weeks leading up to major events, etc.).

Meeting Requirements

- Attend bi-weekly all staff meetings.
- Lead meetings with Production team on Sunday mornings.
- Meet regularly with Worship Leaders to collaborate in worship design settings and creative elements.
- Other meetings as added.

Knowledge and Skill Requirements

- Must have a team mindset with high interpersonal skills.
- Must passionately use your gifts to reach the lost and disciple those around you.
- High level of understanding of DiGiCo Audio systems, Ross Video systems, Obsidian Lighting Software, Resolute VJ Software, and Planning Center.
- Maintain productive, healthy relationships with ministry team members and outside contacts/relationships associated with Bell Shoals Church.
- Working knowledge and/or directional oversight of all production related software and hardware throughout Bell Shoals Church.
- Must have high-level, self-starter leadership abilities.
- Must have good communication skills, both verbal and written.
- Must be able to deal effectively with sensitive and confidential information of a written/spoken nature.

Personal Expectations

- Strong work ethic and personal integrity.
- Maintain God-ordained priorities in your life by putting Jesus Christ first, your family second, and your ministry third.
- Be loyal to the vision and staff and always protect the unity of Bell Shoals Church.
- Invest in and invite the lost to know Jesus and to get plugged into Bell Shoals Church.
- Give sacrificially to the ministry of Bell Shoals Church.
- Be a staff member that has a commitment to excellence, heart to serve, spirit of humility, conviction to lead, focus on team, culture of fun, and passion for people.