

Abundant Life Production Director

Abundant Life (ALCC) is looking for a production director that will create an atmosphere conducive to experience the presence of God in worship and technical excellence with a focus on equipping and training volunteers. The production director understands video, lighting, projection, presentation software, audio, web streaming and media of ALCC. The technical director also recruits, trains, schedules volunteers and produces services, special events including but not limited to weddings and funerals.

Responsibilities

Service Production:

- Provide leadership and oversight to all system support (audio, video, production and lighting) for the weekend experience and that volunteers are fully engaged and communicated to.
- Work with the Executive Director of Programming to coordinate the planning process for weekend services (various areas) and other assigned events to develop and execute workflows, checklists, and “run downs” for both Wednesday and Sunday services and special events.
- Work with team of staff and volunteers to produce weekly live stream of services, with emphasis on the Online Campus experience for prayer and follow-up
- Coordinate with designated outside vendors for all graphics needed for weekend services and other assigned events
- Implement all technical and design elements of the weekly services and assigned events. Ensure all service transitions are planned and well executed.
- Complete and properly distribute the production script for all services and events.
- Liaison with ministry communicators to develop messaging schedule and content for weekly services.
- Coordinate with the Communications Manager to ensure digital media is updated with timely content, through social media and website, working with outside vendors as needed.

Segment Production:

- Develop and execute proper workflows for production of assigned video segments/programs
- Partner with departments and church staff to create high quality services and various events.
- Manage all details involved in the video process, including: storyboarding, scripting, selection of talent, props, and shoot locations, handling all necessary legalities like talent release forms and copyright, and final review
- Assign and manage workflow assignments to production staff and ensure all deliverables are met.

Team Leadership:

- Provide consistency of message across all key areas by collaborating with ministry leaders and ALCC senior leadership
- Educate and develop the team both technically and spiritually, providing coaching and mentoring to direct reports on an ongoing basis
- Manage outside agencies/resources that can implement strategies for a wide range of platforms
- Recruit, train, develop and maintain a team of volunteers for service production and special events (e.g. conferences, weddings, funerals, etc.)



- Provide basic training to other ministries' volunteers for recurring events (e.g. children's ministry, weekly workshops, youth group, etc.)
- Lead, inspire, and manage your team of volunteers while executing their development strategy
- Provide spiritual leadership and genuine care for the well-being of your team of staff and volunteers.

Administrative Leadership:

- Manage annual budget and weekly purchases to stay within the confines of the annual budget.
- Coordinate daily workflow for the department, maintaining appropriate routines and procedures.
- Oversee recruitment, initiation, ongoing training and spiritual development (participation in ALI classes, attendance to weekly services) of all Production & Technical staff and volunteers.
- Communicate goals to staff and volunteers, delegate tasks, and evaluate progress regularly.

Supervisory Responsibilities:

The Production Director supervises a team of paid staff and serving volunteers. Supervisory responsibilities include making hiring recommendations; instructing and training in work methods; planning, scheduling and assigning work; checking and approving work; and conducting performance evaluations.

Requirements

- Completion of Transformed Life in the Abundant Life Institute
- Associates Degree with 5 years media/production/audio/visual experience or Bachelor's Degree with 3 year experience, or equivalent work experiences
- Minimum 2-3 years of supervisory experience
- Work Schedule
Full-time Salaried, Sunday - Thursday schedule. Evenings and weekends required.

How to Apply

Please apply online at: <https://www.alcclife.org/about/jobs>

