

## **JOB DESCRIPTION: PRODUCTION DIRECTOR AND CREATIVE ASSISTANT**

### **REPORTS TO:**

**Minister of Worship and Creative Arts  
Discipleship Minister  
Senior Minister  
Elders**

### **POSITION SUMMARY:**

The Production Director and Creative Assistant will be in charge of the success and excellence behind all Sunday morning live broadcasts and live productions. They will make sure service livestreams and video content are posted to their proper place for people to view online during the week and during services on Sunday mornings. In addition to production, the Production Director will be the hands-on coordinator for the staff weekend experience team to accomplish the vision for Sunday morning services in the sanctuary. Willing to be both a team player and team leader, the Production Director must work with all ministry departments to promote events, build and train production and broadcast teams, and create fun and meaningful video content, offering a platform for Christ followers to share their stories of faith. The Creative Assistant must be organized, pay close attention to detail, encourage volunteers, and display expertise in all things video and broadcast.

### **RESPONSIBILITIES:**

#### **STAGE PREPARATION AND MANAGEMENT:**

- **Oversee the specific stage preparation for each service.**
- **Stage preparation includes everything from stage design and equipment placement, wrapping, organizing, and hiding cords on stage, to ensuring a proper sound and video check are preformed prior to each service. Nothing should be presented on screen or stage that has not been previewed prior to a service.**
- **Use technology to enhance worship and the preaching of the Word of God. Our goal is to create a positive environment and to eliminate as much distraction as possible so people can hear and respond to the Lord.**
- **Recruit, train and manage the production team to help with all backstage aspects of service production and special events.**
- **Use creativity in designing improvements and additions to the stage, with the help and direction of the Minister of Worship and Creative Arts.**

#### **VIDEO:**

- **Manage, store and keep inventory of all video equipment.**
- **Send sermon video to TV each week and edit a worship song from Sunday morning for social media content each month.**
- **Record occasional special videos for Sunday mornings and social media.**
- **Schedule all creative projects and videos during the week with the effort to accommodate volunteers' and staff members' schedules.**

- Work with Minister of Worship and Creative Arts to focus on storytelling and creative video content during the year. (Personal testimonies, missions updates, worship music videos, fun and games around church, Life Group spotlights, etc.)
- Create video content for services such as Communion Scripture videos, bumper videos for each sermon series, announcement videos, and any other regular content and load them into ProP7.

#### **GRAPHICS/MEDIA:**

- Make sermon slides for each Sunday morning service and load them into ProP7.
- Make sermon title graphics for each sermon series and special Sunday's throughout the year in accordance with the sermon calendar and load them into ProP7.
- Help the Minister of Worship and Creative Arts with weekly social media strategies and graphics/reels.

#### **LIVESTREAM/SUNDAY MORNINGS:**

- Make sure the 9 and 10:15am Sunday morning services are filmed and live streamed on YouTube and Facebook Live. We use Restream and OBS currently.
- Consult with Minister of Worship and Creative Arts to help improve visual quality of broadcast, video and audio content over time.
- Work with Minister of Worship and Creative Arts to move church towards online campus with livestream. Oversee technical side of online service platform and ensure the site is updated as needed.
- Schedule all production teams in Planning Center for Sunday mornings, including front of house audio engineer and eventually lighting. Schedule should be complete at least three weeks out.
- Make sure all videos and sermon slides are in ProPresenter for Sunday mornings. Nothing should be presented on screen or stage that has not been fully previewed prior to a service.
- Meet weekly Minister of Worship and Creative Arts to go over order of service, timeline and vision for Sunday mornings.
- Be present and coach team during Wednesday night band rehearsals from 6:30pm-8:30pm.
- Be present for Sunday morning rehearsal/run-through and services from 7:30am to 12:30pm. It takes about 10 minutes after the last service to turn things off and store important equipment after the last service.

#### **SPECIFIC SKILLS NEEDED:**

- Projection and Projection Screens
- ProPresenter 7
- Cameras and Equipment for Live Multi-Cam Video Production
- Planning Center
- Planning Center Live
- OBS
- Restream
- Video Editing Software (ex. Adobe Creative Studio, Final Cut Pro)

- **Video, Lighting, Sound Consoles**
- **Intelligent, Video and Theatrical Lighting & Sound Reinforcement Technology**
- **Audio/Video Recording**
- **Recruit, train, lead and encourage volunteers.**
- **Build teams.**
- **Be a team player within a church context.**
- **Plan and implement strategy.**
- **Work within a timeline to accomplish a task.**
- **A firm understanding of all copyright and creative rights laws**

#### **STAFF RESPONSIBILITIES:**

- **Attend staff and leadership meetings.**
- **Look for ways to inspire non-musical worship experiences for the church body.**
- **Work with all staff groups to achieve excellence within each ministry area.**

#### **SUCCESS CRITERIA:**

- **Be extremely specific, careful with words, and with special attention to detail whenever posting a video or making one.**
- **Spend an appropriate amount of time in study and preparation for leading opportunities.**
- **Serve as a leader by example in personal discipleship, stewardship, and evangelism.**
- **Develop relationships with other churches and organizations in our community consistent with our church's mission and values.**
- **Meet with the church's Elders as requested on a regular basis to report on the spiritual, organizational, and financial health of the Worship and Arts Ministry.**
- **Recruit, develop, and empower worship and arts ministry teams.**
- **Understanding and willingness to serve within the doctrinal commitments/mission of the Church.**
- **A growing Christian faith and character**
- **A calling to ministry**
- **A desire to teach and mentor people in Biblical truth**
- **Be Supportive of all leadership decisions.**
- **A lifestyle congruent with the Biblical requirements for leaders (1 Tim. 3:1-13, 2 Tim. 2, Titus 1:5-9)**
- **Be impeccable with your words.**
- **Make no assumptions (ask questions).**
- **Do not take anything personally.**

- Find the positives in all situations.
- Always do your best in words and in thought.

**EXPERIENCE AND EDUCATION REQUIRED:**

- Bachelor's Degree in Something Production Related
- Experience and/or Education in the Field of Production

**DEMONSTRATE:**

- A heart for involving saved people in leading ministry
- A heart for reaching lost people
- A humble and teachable spirit
- Demonstrate expertise with lighting, sound, video and worship technology
- Demonstrate expertise with long range planning
- Demonstrate a creative mindset

**Work Plan: PART TIME – 20 hours**

**To apply please email resumes to  
[mzolla@ferncreekcc.org](mailto:mzolla@ferncreekcc.org) by July 1**