



Production Manager Job Description

Title:

Production Manager

Purpose:

The Production Manager will provide distraction free production for all events/services at FC by maintaining gear/resources, scheduling and training volunteers.

Report to:

Worship Pastor

Major Responsibilities:

- Manage Sunday/Wednesday Media Volunteers & Equipment.
 - Audio, Lighting, Live Video, Pro-Presenter, Media Equipment
- Manage the production needs for every event at FC.
- Recruit, train, schedule, and care for volunteers using Planning Center.
- Maintain and repair all gear for audio, video, and lighting.
- Prepare presentations in ProPresenter: announcements, video presentations, and sermon graphics, for Sunday.
- Work with media staff on special project i.e. Stage Design, Creative Elements etc

Time Requirement:

- 40 hours: M-Th 9-5PM, Friday off

Qualifications/Required Skills:

- Vibrant and growing personal relationship with Christ.

- Supportive of other church staff and volunteers.
- You will be required to become a Partner at FC and attend Sunday morning services.
- Committed to vision, values, and beliefs of the church.
- Evidence of a Christ like attitude in words and actions.
- Self-starting—able to work independently.
- Team-oriented—able to work with a large team of volunteers.
- Organized and able to plan 6-12 months in advance.
- An authentic love for, patience with, and good understanding of preteens and teenagers.
- Good communication skills.