

# JOB DESCRIPTION

## *Director of Production*

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**Employment Status:** 36-40 hours/week

**Reports to:** Pastor of Worship Arts

**Benefits:** per Employee Handbook

### **Job Summary**

The Director of Production leads and inspires a dedicated team of production members in the collective pursuit of engaging online and in-person weekend worship services that point people to Jesus. Reporting to, and working closely with the Worship Pastor, this role produces services, provides support and training for audio, video, media, lighting and staging volunteers and oversees all production equipment upkeep, maintenance, installation, management and operation building-wide. Additionally, the Director of Production will also provide video services/production for Salem Church, as requested by the Worship or Communications Pastors. Actual job responsibilities will vary based on the applicant.

### **Expectations**

- Staff is expected to maintain a growing relationship with Jesus that sets an example for those we serve and aligns with the teachings and beliefs of Salem Church.
- As members of the church body, employees may choose to volunteer in capacities that are not part of their job description.

### **Leadership Responsibilities**

#### **Production**

- Provide high caliber production leadership to weekend services across all disciplines (audio, lighting, media, staging, video, software) and able to work “hands-on” in all areas as necessary.
- Act as a service producer, managing the service flow/execution of weekend services (including rehearsals).
- Build, manage, repair, troubleshoot and maintain all current AVL/Production systems building-wide while maintaining ongoing levels of equipment research, procurement and installation based on overall directional vision of Salem Church.
- Provide production leadership for other ministries within the church including, but not limited to, creating videos, programming lights, preparing slides, and/or providing onsite support during events.

#### **Team Building**

- Recruit, train, and develop growing leaders and teams who take ownership, and effectively carry out their responsibilities.
- Inspire production team volunteers to grow in their craft and to combine efforts to achieve a common goal.
- Instill a sense of mission and purpose of ministry across the entire Production Team.

#### **Administration**

- Ensure organized and timely volunteer scheduling.
- Help develop and manage the annual production budget in collaboration with the Worship Pastor and in alignment with the vision of Salem Church leadership.

### **Preferred Skills/Experience**

- Experience in Production and leadership in the execution of a weekend service both in-person and online.
- Have a strong proficiency in videography, video editing, and online presentations.
- Demonstrate proficiency and/or willingness to learn and interact with Adobe Premier, Final Cut Pro, After Effects, Photoshop, Insticator, or similar software.
- Highly adaptable, receptive to feedback and change

*To apply for this position, please send a resume to [jobs@salemchurch.org](mailto:jobs@salemchurch.org)*