

Memorial Baptist Church
POSITION DESCRIPTION: Production Director

The primary role of the Production Director is to develop and oversee a comprehensive production ministry (including all forms of video, audio and web media) that creates an exciting, engaging worship experience at Memorial Baptist Church each weekend. The Production Director is also responsible for supervising staff members and volunteers involved in the various aspects of worship production.

Direct Supervisor: Department Head – Worship Ministries

Compensation: Part-Time

Hours Per Week: 15

Character Expectations:

- Maintaining a healthy, vibrant, and growing relationship with God through Jesus Christ.
- Have a caring attitude, excellent people skills, and high integrity.
- Accessibility, responsiveness and flexibility to handle the changing needs of a growing church.
- Because of the nature of the role, this person must have appropriate experience and be able to properly handle confidential information in a careful and secure manner. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.

Core Competencies:

- Audio Engineering
- Basic Video Production
- Operation of basic graphic software (Planning Center Pro Presenter)
- Skills in Interpersonal relationships.
- Timeliness and Excellence

Primary Responsibilities:

- Recruit, train, coordinate and supervise a team of volunteers to operate dynamic media ministry programs.
- Supervision of sound for each assigned worship experience to ensure working operation and proper levels of all microphones, monitors and speakers, ensuring excellent sound quality.
- Supervision of video recording and live streaming of each assigned worship experience to ensure excellent video quality.

- Coordinating schedule of assigned audio technicians, videographers and photographers for each scheduled Worship Experience.
- Ensure that assigned audio technicians and videographers are prepared, on post and punctual for their assignments for all Worship Experiences.
- Creation of worship enhancing materials such as sermon graphics, lower thirds, and video clips.
- Reproduction of post-production materials including video and audio media for marketing purposes. (i.e. video clips, YouTube,).
- Ensuring the proper recording of each worship experience.
- Maintaining the Production Ministry annual budget.
- Participation in weekly worship ministry debrief meetings.

Secondary Responsibilities:

- Consistent attendance and participation in Sunday Worship Experiences and discipleship ministries of the church.
- Other duties as assigned by direct supervisor and/or the Pastor

The Production Director shall work 15 hours per week, including Sunday Worship and telecommuting. Office hours are flexible but will be posted on a weekly or monthly basis. The Production Director shall report to Department Head of Worship Ministries and work closely with other staff members and volunteers. The holder of the position must be a member in good standing of Memorial Baptist Church, or eligible to become a member after the appointment has been accepted. The position is contractual and will be reviewed on an annual basis. The appointment is subject to a recommendation by the Pastor and church membership approval.