



POSITION/TITLE: Production and Technical Director
REPORTS TO: Worship Pastor
CLASSIFICATION: Full-Time, Exempt

POSITION SUMMARY

McDowell Mountain Community Church is a community following Jesus, learning to love.

The **Production + Technical Director** is a high-capacity member of the **Worship Arts Team** and has responsibility for all technical and production processes for Sunday morning services, creation, and production of videos, with oversight from the Worship Pastor and Lead Pastor for creative direction. The P + T Director ensures the environmental design aligns with the overall vision for the adult worship experience both onsite and online. The P + T Director will train and lead the tech and production volunteers for Sunday mornings and special events. The P + T Director also supports other ministry spaces and events to ensure high quality experiences in their environments.

The P + T Director guards the culture and character of the production ministry by leading team building opportunities, spiritual growth/development, and utilizing their gifts/abilities to serve the church community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Responsibilities

- Create and execute lighting, stage design and overall environmental feel for Sunday services
- Manage and produce the technical execution of all worship services through oversight from the Worship Pastor & Lead Pastor
- Provide excellent and consistent audio and lighting for Sunday services as well as additional special events
- Perform or oversee installation of equipment as needed and directed
- Participate in creative team meetings with the Lead Pastor, Worship Pastor, and key leaders
- Work in collaboration with the Creative Pastor to provide resources and pre-production strategies needed for video shoots (storyboarding, cameras, lighting, lenses, audio equipment, etc.)
- Work in collaboration with the Creative Pastor to direct all video projects
- Create/design ProPresenter slides for Sunday services



- Collaborate with the Worship Arts Team to create and build stage design ideas and concepts
- Work with Social Media Director to provide digital and creative content when needed

Manage Volunteer Teams

- Recruit new team members who have a desire to support the church using technology and creativity
- Train volunteers in lighting, sound, stage design, and streaming production
- Provide needed training to develop the video team and volunteer photographers as artists who can effectively create excellent video production quality
- Oversee, manage, and schedule volunteer teams in your department

Manage Equipment

- Direct purchase, maintenance, and operation of all equipment utilized by production, technical and creative teams
- Develop a detailed knowledge of operation and integration of all equipment
- Assess current and future technology needs and create proposals for acquisition of equipment
- Establish and maintain an inventory of production, tech, and creative equipment throughout the building

QUALIFICATIONS

Education/Experience

- College degree
- Essential Experience
 - 3-5 years of applicable experience

KNOWLEDGE, SKILL AND/OR ABILITY

- Proficient computer skills in Mac software and Microsoft Office Suite
- Proficient in Adobe Premier, Final Cut, or other video editing platforms
- Proficient using ProPresenter software.
- Understanding of light design and Jands Vista software.
- Possesses a strong knowledge of AVL systems and experience in live production (camera operation, switching, lighting and audio)
- Possesses strong organizational and problem-solving skills; is self-motivated and a critical thinker
- Upholds confidentiality with integrity
- Excellent communication and relationship building skills in both verbal and written communications



- Fosters a spirit of trust and of innovation in your team
- Able to lift heavy items and able to stand for long periods of time

ESSENTIAL QUALITIES

- Love for God. Love for people.
- Enthusiasm and joy
- Emotional and relational intelligence
- Personal pursuit of healthy Biblical relationships
- Excellent work ethic
- Protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church

ADDENDUM

Job descriptions at McDowell are fluid—meaning this job description represents the minimum expectations when it comes to tasks and areas you may be working in. The reality is that we work as a team, and there are numerous other tasks that will require the participation of the person holding this position.

This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis to meet organizational needs.

*McDowell Mountain Community Church is an Equal Opportunity Employer
M/F/D/V*

My signature below indicates that I understand and accept the duties and responsibilities outlined in this job description.

Signature

Date



Employment Application

Name: _____ Date Submitted: _____
Last First Middle

Personal Information:

Address _____
Street City State Zip

Telephone _____
Cell Other (home, work)

Referred by: _____

Employment Information:

Current occupation/place of employment: _____

Can we contact your employer? Yes No Name of supervisor: _____

Are you prevented from being lawfully employed in the U.S. due to visa or immigration status?
 Yes No

Are you currently on layoff status and subject to recall? Yes No

Do you have a current driver's license? Yes No Number _____ State _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No
If yes, please explain:

Can you travel if a job requires it? Yes No

Do you expect to be engaged in any other business or employment while working for McDowell?
 Yes No

Position or type of work desired: _____

Availability: Full-Time Part-Time Temporary Date: _____

Desired Salary/Hourly Pay: _____



Have you been employed by McDowell Mountain Community Church before? Yes No

Education/Skills:

Category	Name, City/State of School	Course Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Trade School				

Describe any additional skills or training you may have. Please include equipment and computer programs you are trained to use.

Church Affiliation:

Current Church Affiliation _____

Positions of service or leadership held in the church: _____

Are you a member of McDowell Mountain Community Church? Yes No

If yes, how long have you been a member? _____

Please list two other churches that you have attended regularly during the past five years.

*Church Name _____

Church Address _____

City/State/Zip _____

Church Phone Number _____

List any areas of service _____

Dates of Service _____



*Church Name _____

Church Address _____

City/State/Zip _____

Church Phone Number _____

List any areas of service _____

Dates of Service _____

Spiritual Journey:

Describe how you became a Christian. (If you have not accepted Christ as your Savior, please state your journey thus far)

Have you been baptized? _____ If so, when? _____

What are your gifts, callings, training, education, or other factors that have prepared you for teaching/serving in the role for which you are applying?



References:

Name	Title	Telephone	Email

Applicant Statement (Please read and initial each statement.)

_____ The information contained in this application is correct to the best of my knowledge.

_____ Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes No

Note to applicant: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

_____ I authorize references or churches listed in this application to provide information (including opinions) they may have regarding my character and fitness for working with children.

_____ I release all such references from any liability for furnishing such evaluations, provided they do so in good faith and without malice.

_____ I waive any right I may have to inspect references provided on my behalf.

_____ Should my application be accepted, I agree to be bound by the policies of this church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

_____ I further state that I have carefully read the forgoing release and know the content thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Applicant's signature _____ **Date** _____