

Job Description – Production/Worship Manager

Standard Work Schedule

- Full time (minimum 40 hours per week)
- Additional hours may be required periodically

Position Overview: The Production Manager will be responsible for the technical execution of worship services and support of all events church wide.

Requirements:

- Experience operating live audio and recording equipment
- Dependable, consistent, leader-analyst who professionally promotes good communication
- Experience recruiting, building, managing and training a team
- Experience planning and producing audio for live worship and events of various styles/sizes
- Broad understanding of current technologies, operations and installation
- Ability to work in a multi-faceted environment with little supervision
- Ability to forecast as well as attend to weekly details
- Proficient in production/worship software/hardware and a working knowledge of streaming platforms.
- Experience with scheduling through Planning Center Online
- A basic understanding of lighting systems and programming for intelligent/conventional lighting fixtures
- Ability to work in a changing, fast-paced environment, while maintaining a positive attitude
- Ability to work in a team environment with other ministry leaders – active contributor during production sessions, creative thinker in planning for worship/special events
- Strong organizational and follow up skills
- Consistently strives for excellence
- Ability to move and lift heavy objects, no fear of heights

Personal Attributes:

- A fully committed disciple of Jesus Christ with a servant's heart
- Evidence of a spiritually disciplined life—prayer, bible study, fellowship and evangelism
- Practices biblical stewardship of God-given resources, including (but not limited to) tithing regularly and giving generously
- High capacity leader with a teachable spirit
- Willing to become a part of Brookwood Church
- Serve together as a unified team
- Attend Staff Meetings and other training and team building opportunities
- Demonstrates relational skills with a high value of people
- Fosters a healthy and amiable spiritual environment and works well with others

Job Responsibilities:

- Overseeing and leading the technical execution of the worship service through staff and volunteer teams
- Providing excellent and consistent AVL training
- Leading ministry through supervising, recruiting, training, evaluating, and building relationships
- Operating sound recording equipment to record messages and special music
- Overseeing all AVL equipment (operation, trouble-shooting, maintenance, repair)
- Communicating with the Worship Pastor and Administrative Manager
- Overseeing equipment operation used to amplify, record and display sound and images at live events
- Ensuring audio support is always present when needed and consistent with quality control
- Overseeing installation of equipment as needed
- Support for church events
- Volunteers – recruiting, training and joyfully investing your time and attention in your staff and team
- Budget and Plan for life-cycle of AVL equipment
- Partner with Worship Pastor and Administrative Manager on production/worship annual budget