

JOB DESCRIPTION

Job Title: Campus Production Manager

Department: Creative

Director: Production Director

Time Required: Monday-Thursday 9am-4pm, Sunday 6am-2pm, Additional Hours as Needed

Level: Full Time

Date Prepared: 11.2021

I. **Purpose of the Job:**

The Campus Production Manager is responsible for all elements of production in the areas of audio, cameras, lighting, screens, and broadcasting with the goal of producing excellent experiences at weekend services and other church events.

II. **Experience and Knowledge Required:**

- Be a committed follower of Jesus Christ, seeking to know, love, and serve God.
- Experience in Audio, Video, and/or Lighting
- An attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
- Evident call of God on life to full-time Ministry and to the vision/mission of Citygate Church
- Embrace change and can adapt quickly with a “we can do anything” attitude.
- Make things better through evaluating and improving processes.
- Able to figure it out, follow-through, and get it done.
- Like to laugh, have fun and enjoy celebrating.
- A hungry learner and a track record of leading yourself well.

III. **Essential Functions and Responsibilities:**

Produce excellent and distraction-free services and events.

- Oversee the proper operation of audio, lighting, media, and video broadcast equipment.
- Create and model a culture that strives for excellence and regular improvement.
- Seek out and recommend new technology and resources that improve weekend experiences.
- Troubleshoot and fix any issues that may arise during weekend experiences or during the week.
- Prepare and manage Pro-presenter and media computers.

Provide direct supervision to Team Leads

- Provide leadership and training to develop Team Leads to effectively oversee excellent production quality and help them learn to troubleshoot problems when they occur.
- Provide resources needed by Team Leads.
- Ensure weekly service evaluation and improvement is taking place.
- Ensure that Team Leads schedule and fully staff their teams each week.

Manage Equipment

- Oversee the maintenance, and operation of all audio, video, lighting, and media equipment.
- Develop detailed knowledge of operation and integration of all equipment.
- Assess current and future technology needs and recommend acquisition strategies.
- Put measures in place to ensure that equipment and supplies are secured against damage, loss, or theft.