# Job Description

**Job Title:** Senior Director, Production
**Position reports to:** Executive Director, Operations
**Department:** Production
**Level:** Full Time
**Date Prepared:** 12/2025

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## I. Purpose of the Job:

The Global Production Director is responsible for all elements of production at all Citygate Campuses in the areas of audio, video, lighting and stage design with the goal of producing excellent experiences at weekend services and other church events.

## II. Essential Functions and Responsibilities:

- **Weekly Responsibilities (before Sunday)**
  - Provide vision to department leaders to ensure systems are efficient and effective ensuring all resources are compliant with the word of God and the vision of Citygate Church
  - Ensure all internal and external communication represents the vision of Citygate.
  - Collaborate with the Senior Pastor, Global Operations Director, Creative Director and Worship Arts Director to continually offer excellence in everything involving production, including designing lighting, refining video, delivering a live stream, and diligently managing front of house audio to deliver a consistent, excellent worship experience every week.
  - Participate in creative / weekend planning team meetings, speaking up and contributing to global plans of Citygate Church.
  - Support and guide department leaders in the overall development, implementation, and management of their campuses and crew.
  - Continually evaluate and refine how the Production Team functions with a focus on efficiency, effectiveness, and evolving to meet changing programming needs.
  - Directly supervise production staff and work together with other staff/volunteers to build their skills and confidence so that they can mentor, encourage, and motivate crew and families.
  - Assist and guide production staff on how to troubleshoot, program, and recognize performance challenges. Train and mentor production managers on how to proactively engage in planning to improve program management.
  - Deploy staff resources efficiently and effectively toward organizational goals; working with staff to balance workload and effort and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.

- **Sunday Responsibilities**
  - Provide vision to department leaders to ensure systems are efficient and effective

- **Monthly Responsibilities** .
  - Create a monthly serve and mtg schedule for the department.
  - Monthly training with your departments to train, cast vision, and build community
  - Stay 4 months ahead on up and coming church and community events
  - Nominate and celebrate Crew Leaders and members monthly

## III. Supervisory Responsibilities:

- **Produce excellent and distraction-free services and events.**
    - Oversee 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 implement new technology and resources that improve weekend experiences.
    - Troubleshoot and fix any issues that may arise during Sunday morning experiences or during the week.
    - Oversee stage design across all locations.
    - Serve on the creative planning team along with Creative Direction, Worship Director, and Media Director to plan and prepare for services and events.
- **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 at each location.
    - Ensure weekly service evaluation and improvement is taking place.
    - Ensure that Team Leads schedule and fully staff their teams each week.
- **Develop and train volunteers.**
    - Work to help each team member grow and develop.
    - Recruit and develop volunteers to provide fully staffed teams.
    - Develop role descriptions and responsibilities for each area of the team.
    - Establish processes and systems that help team members create a consistently high-quality experience.
- **Manage Equipment**
    - Oversee the purchase, maintenance, and operation of all audio, video broadcast, lighting, and media production equipment.
    - Develop detailed knowledge of operation and integration of all equipment.
    - Assess current and future technology needs and create acquisition strategies.
    - Put measures in place to ensure that equipment and supplies are secured against damage, loss, or theft.

## IV. Personal Requirements

- To exhibit a growing passion to serve God, your family, church and team by reflecting a life that reflects Christ in your words and actions in both your personal life and ministry. You will be looked up to as you model the Christian faith, and the way you live your life should reflect the Gospel at all times
- Spiritual growth is a PRIORITY, and we encourage daily engaging in prayer, Bible study and personal development
- You must be a strong communicator both verbally and written; able to have courageous conversations
- Agree to exemplify the staff core values, mission and vision, Honor Code and 8 gates to include biblical tithing to Citygate Church

## V. Skills and Abilities:

- Self- Motivated with the ability to work without supervision and able to set & achieve goal
- Ability to follow detailed instructions and complete tasks
- Ability to maintain good attitude in difficult situations
- Must be able to work under pressure
- Must be willing to work overtime and adjust regular schedule to accomplish the necessary tasks
- Demonstrated understanding and commitment to working in culturally diverse settings
- 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.
- A hungry learner and a track record of leading yourself well.

**VI. Education**

- Associate's Degree or equivalent required, preferably in the field of Electronics, Communications, Audio Production, Media, Recording; Bachelor's degree preferred
- Minimum of 5 years' experience in live production (audio/visual/lighting/video technology) required, preferably at a large church 500+.
- Experience in Audio (Dante, Allen & Heath, QSys, Shure Wireless, Waves, ProTools, Etc.)
- Experience in Video (Blackmagic Systems, Novastar Processing, Signal Flow, Etc.)
- Experience in Lighting (Lighting Principals, System Designs, Fixture Profiles & Maintenance)
- Must possess basic computer skills

**VII. Physical Requirements:**

- Must be able to lift 50 lbs, or more
- Able to walk a minimum of 2 miles daily

**VIII. Benefits:**

- Competitive salary based on experience
- Comprehensive benefits package includes medical, dental and vision
- Employer paid life insurance policy
- 401K Retirement plan
- Generous time off policy

**IX. References**

- Must be able to provide references upon request

Employee Signature: _____ Date: _____

Printed Name: _____