JOB DESCRIPTION

Job Title: Production Director, Forest Park
Position reports to: Executive Director, Operations
Department: Operations
Status: Full Time
Date Prepared: 09/2026

Purpose of the Job:

The Campus Production Director is responsible for all elements of production — audio, cameras, lighting, screens, and broadcasting — with the goal of producing excellent, distraction-free experiences at weekend services and other church events, both in the room and online. This role leads and develops the campus production team, stewards all technical equipment, and partners with worship and creative leaders to deliver services that reflect Citygate's mission and vision.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Service Production & Excellence

- Produce excellent, distraction-free weekend services and events across audio, lighting, media, video, and broadcast.
- Oversee the proper operation of all audio, lighting, media, and video/broadcast equipment before, during, and after services.
- Prepare and manage weekend content on screens and production computers, ensuring lighting cues update to reflect complementary color changes and service flow.
- Troubleshoot and resolve technical issues swiftly and with minimal disruption, both during weekend experiences and throughout the week.
- Ensure weekly service evaluation and improvement is consistently taking place, creating and modeling a culture of excellence and regular improvement.
- Deliver reliable in-room and online/livestream broadcast, ensuring a strong experience for both in-person and online audiences.

Team Leadership & Volunteer Development

- Recruit, train, and schedule production volunteers so every service and event is fully staffed and prepared.
- Provide direct supervision to Team Leads, developing them to oversee production quality and troubleshoot problems as they occur.
- Provide the resources, training, and support Team Leads and volunteers need to succeed.
- Cultivate genuine relationships with team members and church attenders, building community, and nominate and celebrate Crew Leaders and members monthly.
- Build and maintain monthly serve and meeting schedules, and lead monthly training to develop teams, cast vision, and build community.

Creative & Ministry Partnership

- Partner with the Worship Arts Director and creative leaders in service planning to ensure production supports the worship and teaching moments of each service.
- Provide production support for Next Gen environments, special events, and other campus ministries as needed.
- Partner with the Central Production Director to align campus production with church-wide standards and vision.

Equipment & Systems Stewardship

- Oversee the maintenance, integration, and operation of all audio, video, lighting, and media equipment, developing detailed knowledge of every system.

- Assess current and future technology needs, seek out new technology and resources that improve weekend experiences, and recommend acquisition strategies.
- Put measures in place to secure equipment and supplies against damage, loss, or theft.
- Help establish and uphold production standards, policies, and procedures, coordinating with IT on related issues as needed.
- Stay four months ahead on upcoming church and community events.

WHAT SUCCESS LOOKS LIKE

- Weekend services are excellent and distraction-free, in the room and online, every week.
- Production teams are fully staffed, trained, and developing new Team Leads.
- Technical issues are anticipated and resolved swiftly, with minimal disruption.
- Equipment is well-maintained, secure, current, and reliably ready for service.
- Production consistently supports the worship and creative vision of each service.

EXPERIENCE AND KNOWLEDGE REQUIRED

- High school diploma or equivalent.
- 3–5 years of leadership experience.
- 5 years of production experience in a church of 500+ or comparable live-production environment.
- Strong working knowledge of audio, video, lighting, and broadcast systems and tools (e.g., ProPresenter, lighting consoles, streaming platforms).
- Excellent verbal and written communication skills.
- Self-motivated, able to work without supervision, and able to set and achieve goals.
- A hungry learner with a track record of leading yourself well — able to figure it out, follow through, and get it done.
- Ability to follow detailed instructions, complete tasks, and improve processes through evaluation.
- Ability to maintain a good attitude and work well under pressure in difficult situations.
- Demonstrated understanding and commitment to working in culturally diverse settings.

PHYSICAL & WORK REQUIREMENTS

- Valid driver's license.
- Must be able to lift up to 20 pounds.
- Willing to work overtime and adjust regular schedule to accomplish necessary tasks.
- Available for weekend services, rehearsals, and special events as ministry requires.

PERSONAL AND SPIRITUAL EXPECTATIONS

- Demonstrates a growing and authentic relationship with Jesus Christ through daily time with God.
- Lives a life that reflects the Gospel in both personal and ministry settings, modeling a strong relationship with spouse (if married) and children (if applicable).
- Sets appropriate boundaries to protect character and integrity, and develops personal evangelism opportunities.
- Prioritizes spiritual growth through prayer, Scripture, and personal development.
- Models leadership, integrity, and humility in all interactions.
- Aligns with and actively supports Citygate Church's:
    - Mission and vision
    - Honor Code
    - 8 Gates
    - Biblical tithing commitment (giving at least 10% of gross income)

CITYGATE CORE VALUES IN OUR DAILY LIVES: 8 GATES

- **We Have an Attitude of Honor** — We ascribe value to God through worship in every part of our lives.
- **We Are Christ Centered** — The core of our MORE is unity in Jesus Christ and His greater Kingdom, lived out through the Citygate Honor Code.
- **We Love People** — We know, forgive, and serve our neighbors, laying down our lives to introduce them to eternal life.
- **We Pursue More** — We are mission maniacs and pioneers, not settlers, because More Requires More (Ephesians 3:20).
- **We Are Creative** — Our creative God fills us with awe and wonder and equips us to Take the Limits Off.
- **We Are Generous** — We're never more like God than when we're giving our time, talent, and treasure — contributing, not just consuming.
- **We Thrive** — We don't just survive; we thrive in the Holy Spirit, growing in spiritual maturity under a spiritual covering.
- **We Are Loyal to the Future** — We do things with the future in mind, investing in the next generation as our priority.

Employee Signature: _____ Date: _____

Printed Name: _____