



JOB DESCRIPTION

Position Title: Lead Producer/Technical Director

Campus: All

Reports To: Production Director

Status: Full-time, Exempt

Position Summary: The dual role position is responsible for moving Central's large, multi-site, production ministry forward in our thriving church. The **Lead Producer** will be the primary contact and give instruction to the campus producers in the execution of the weekend service. They will prepare each campus with the appropriate media content needed to successfully operate a weekend service at our six campuses. They will also be responsible for producing our online services. The **Technical Director** is responsible for (but not limited to) assisting in the operation, training, maintenance, and upgrades of various A/V systems of multiple rooms across all campuses at Central.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

- Communicate with all producers about details regarding weekend services
- Schedule servant ministers for tech teams for campuses without a campus producer
- Finalize production details and notes in Planning Center Online
- Attend weekly Producer meetings
- Build all campus ProPresenter playlists with programming slides, videos and lyrics and upload to the server
- Produce online service capture (currently mid-week)
- Schedule servant ministers for online service capture
- Assist in projector/video system maintenance in the main worship spaces
- System simplification/integration in smaller worship spaces – Student/Elementary/presentation rooms
- Physical repair of A/V equipment – within the scope of current knowledge and ability
- Computer maintenance and upgrade in all spaces – mainly Apple, some PC
- A/V system design and implementation – upgrade and new spaces – as required
- Production position support / coverage – as required
- Train servant ministers
- Participate in the design and implementation of stage designs
- Other duties as assigned

Knowledge, Skills and Experience Required:

- Leadership skills: possess the capacity to teach, coach, and effectively encourage those involved in the weekend services or those seeking to be involved
- Communication skills: possess the ability to communicate frequently, efficiently, effectively and respectfully to all those involved in, those programming or speaking into it, and those who seek to be a part of the weekend service experience.
- Production skills: need basic knowledge of signal flow and troubleshooting. Need some experience in live production of audio, video, lighting and stage managing.
- Computer skills: need basic knowledge of Mac & Windows operating systems as well as some experience with PCO (planning center online) and ProP (ProPresenter) presentation software

- Knowledge of A/V systems operation
- Ability to efficiently run and terminate various signal cables types
- Problem solving of A/V system issues
- Ability to train others on the proper operation of A/V systems
- Teachable as to the integration of new systems and operations – new methods

Competencies:

- Action oriented
- Resourcefulness
- Communicates effectively
- Interpersonal savvy
- Drives results
- Instills trust
- Being resilient

Role model in personal life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ, including participation in the Rooted discipleship program.
- Develop personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to **twenty- five** pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.