

Job Title: Production Team Leader
Reports to: Director of Worship Arts
Details: Full-Time Salary (Exempt)
Generally M-Th 9A-5P + Sunday responsibilities
Salary Range: Starting @ \$45,000 - \$50,000 based on experience,
plus benefits (Relocation Assistance Available)

The purpose of the Production Team Leader is to support the mission and vision of Evangel Church by coordinating and managing audio, video, and lighting for our ministries and services. All church leaders are expected to personally and professionally apply the mission of “Coming to know Him, Growing to love Him, Living to serve Him” in their own lives and to disciple others to do the same. As the Production Team Leader, you will lead by example, develop a genuine team culture of honoring God and one another, and equip your team members to support, challenge, and pray for each other.

The Production Team Leader will assist the Director of Worship Arts in planning and producing all services and special events laid out by the creative team and church leadership. This includes long-range planning, logistics, budgets, scheduling, and assisting on scenic and staging designs. The production team includes audio, video, lighting, projection, web streaming and media; equipping and training volunteer team members in these areas is critical.

Administrative Responsibilities

Tasks will include:

- Align with mission/vision of Evangel Church and its leadership
- Ordering all parts and scheduling maintenance for any equipment
- Maintain records of all systems setup and make sure backups are in place for systems where possible
- Assist in building and managing large budgets and follow all budgets for fiscal year
- Design and plan an ongoing 5 year equipment upgrade strategy
- DVD/CD duplication as necessary
- Collaborate with department leaders for AVL needs
- Maintain a calendar of events for AVL equipment needs (small groups, services, etc.)
- Maintain acceptable standards of storage and labeling organization

Audio Responsibilities

Lead our audio team and make sure all positions are covered for events.

Tasks will include:

- Schedule audio technicians for all services
- Monitor RF and maintain all handheld mic and IEM equipment in use
- Set up, tune and maintain all PA's across campus
- Maintain audio infrastructure
- Troubleshoot all audio problems that arise
- Install or oversee third party installation of components to enhance systems in all ministries
- Recommend and consult on any new related equipment purchase
- Develop a system for inventory of audio equipment
- Tune the sound to provide for an excellent online campus experience

Video Responsibilities

Lead our video department and direct video for all of our live services. Our weekly video teams are predominantly volunteers, so be prepared to focus heavily on training volunteers. The Director of Communications is responsible for creative elements and will give guidance as needed for video production and live streaming.

Tasks will include:

- Calibrate camera and video equipment
- Maintain all camera and video equipment
- Record video of services for archive
- Collaborate, record, and edit videos for online services as well as creative service elements
- Verify all videos are at an acceptable standard for services
- Work with the Director of Communications to verify streaming and broadcasting to physical and online campuses are to acceptable standards (Currently streaming through Resi to YouTube, Facebook & Evangel.live)
- Maintain video infrastructure by troubleshooting problems & repairing equipment
- Recommend and consult on any new video equipment purchase
- Install or oversee third party installation of components to enhance systems in all ministries
- Upload videos as needed
- Move videos from recorder to the server
- Keep inventory of all video equipment across campuses/ministries

- ***Upgrading in 2024 to one large LED wall in Sanctuary, Currently two screens with projectors***

Lighting Responsibilities

Design the lighting for everything we do on campus and lead the lighting crew for all events.

Tasks will include:

- Aim and focus all conventional fixtures for broadcast quality lighting
- Implement modern worship elements through lighting scenes and designs
- Program and design lighting for services
- Maintain all lighting for conventional fixtures
- Maintain all moving head fixtures
- Maintain and record DMX structure
- Install or oversee third party installation of components to enhance systems in all ministries
- Keep inventory of all lighting equipment across campuses/ministries

Graphics / Multimedia Responsibilities

While the Director of Communications is responsible for creating graphics for ministries, the AVL Coordinator leads the technical side of displaying multimedia elements, formatting graphics (as needed), and leading the graphics team.

Tasks will include:

- Set up all graphics computers dealing with Sunday services and events
- Format graphics as needed for live environment
- When needed, design and create graphics for use in services
- Verify all graphics are at an acceptable standard for services
- Install components to enhance systems across ministries (Propresenter)

Team Development Responsibilities

Connect with potential volunteers and find the right place for them to serve.

Tasks will include:

- Recruit- Match interested volunteers with an opportunity that best suits their skill set
- Train- Train team members to perform tasks such as operating cameras, running graphics, programming lighting, and engineering sound.
- Disciple- Encourage team members spiritually and help them come to know Him, grow to love Him and live to serve Him at a deeper level.

Inspire each team member to be intentional about discipling others in line with Evangel's culture of reproducing leaders.

- Schedule- Schedule team members to cover all AVL positions for all ministry and facility events
- Develop Community- Plan and host events and team outings that cultivate unity

Qualifications:

- High school diploma or equivalent
- Training or equivalent experience to prepare them for this position
- Preferred experience with:
 - ProPresenter
 - Final Cut Pro
 - Grandma3 Lighting System
 - Digico Sound Board

Physical Requirements:

- Physically capable of strenuous job related activities (*i.e.*, lifting and moving heavy equipment)
- Physically able to access equipment in various locations (*i.e.*, attic, under the stage, other areas accessed by a ladder or lift)

GENERAL ASSIGNMENTS

1. Attendance at weekly staff meetings and other staff functions
2. Must be willing to work odd hours including evenings and weekends when necessary, other than funerals, these are typically scheduled in advance.

WHAT TO EXPECT FROM US

- Coaching and support for you and your ministry calling.
- Clear expectations.
- A leadership team committed to being led by God and impacting our communities.
- A leadership team that trusts you.
- A work environment that will challenge and inspire you to be the best Christ follower, spouse and parent you can be.
- A work environment that will encourage a healthy balance of Jesus first, then your spouse and family, then ministry in your life.
- Competitive compensation and benefits such as:
 - Medical
 - Dental
 - Vision

- Life
- Retirement matching up to 6%
- Generous vacation and sick-time

WHAT WE EXPECT FROM YOU

- Embrace our Healthy Team Practices.
- Lead the team in expressing Biblical hospitality to everyone we host.
- Continue to develop a system for all room scheduling and facility approvals.
- Develop new and international ways of engaging families in our community by hosting events in our facility and campus
- Give oversight to the janitorial and event set up teams.
- Manage complex multi-faceted events with grace and professionalism.
- Must be able to follow procedures but possess the ability to use discretion when non-routine situations arise.
- Comfortable giving direction to staff and lay-leadership and handle conflict in a biblical manner.
- Proficiency in or ability to learn computer based technology, such as Google suite, ServiceU, Excel, and other scheduling software.
- Ability to lift and carry approximately 25 lbs

PERSONAL CHARACTERISTICS

- Commitment to Jesus Christ (personal faith and devotional life)
- A passionate love for the church and a healthy understanding of its history.
- Solid commitment to the authority of Scripture and a well-developed personal theology.
- Great recruiter and team builder. Evidence of a reproducing life.
- A team player who is able to both follow and lead.
- Sets an example and serves as a role model to others in leadership, ministry, personal and family life.
- A Christ-honoring lifestyle marked by servant hood, generosity, joy, and a love for Bible study and prayer.
- A growing passion to shepherd others in their walk with God and to work effectively with other leaders.
- Integrity in finances, relationships, and time management are expected.

CHEMISTRY

The chemistry of our staff and leadership teams is critical to the success of the ministry, the longevity of the team, and a safe and enjoyable work environment. The balance of working hard, having fun and caring for the people you work with is a must for succeeding on our team!

CHARACTER

The successful candidate will have a deep and growing relationship with God, active involvement in the leadership of a church and a commitment to maintaining healthy accountable relationships.

COMPETENCY

Outside of the expectations listed above, other leadership competencies are required: team building, vision-casting and training leaders for ministry; ability to thrive in a team environment; excellent working knowledge of the Bible; tactical thinker with proven ability to equip leaders and organize functional structures; transformational leadership and effective communicator to people of all ages and generations.

HEALTHY TEAM PRACTICES

WE PRAY

- We are called and anointed, so we take time to pray and read the Bible, growing in our relationship with Jesus and teaching others to do the same.

WE ARE FAMILY

- We work together by sharing the load and considering the whole team.
- We live together by fighting for unity and believing the best in each other.
- We play together by making time to relax and enjoy each other's company while making lasting memories.

WE DREAM

- We are visioneers, dreaming together as we encourage creativity.
- We embrace challenges and fail forward.

WE DELIVER

- We plan well, respecting each other's time by being prepared, honoring deadlines and making sure to follow through.
- We give our all, all the time.
- We find joy as we complete the process.

WE COMMUNICATE

- We quickly respond to communication and deal with issues promptly.
- We have crucial conversations that pave the way for healthy resolutions.
- We make no assumptions.
- We commit to share wins with everyone and only share complaints up.
- We are honest, saying what we mean, and meaning what we say in a godly way.