

PRODUCTION DIRECTOR/MANAGER

GOSPEL CITY CHURCH

Department: Worship

Summary:

The Production Director/Manager plays a key role in creating excellent, distraction-free environments where people can hear God's Word and respond in worship. This role combines hands-on technical skill with leadership, team-building, and systems development. This role oversees church-wide production for weekend worship gatherings, regular weekday ministry gatherings, and special events. He/She recruits, trains, and empowers volunteers so that ministry coverage does not rely solely on their physical presence, while ensuring that volunteers are equipped to operate systems confidently and respond appropriately when problems arise. At times, this role will personally run production positions as needed—especially for smaller gatherings and midweek ministry needs. He/She will use their gifts for the benefit of Gospel City Church by contributing to the quality, consistency, and scalability of production ministry.

Reports To: Pastor of Worship + Gatherings

Status: Full-Time

Type: Salary

Supervisory Role: No

Campus: All (office: Granger)

Hours: Sunday-Thursday, including some evenings, with flexibility to Fridays or Saturdays as needed.

Primary Responsibilities:

1. Oversee all production systems church-wide
2. Lead, build, and develop production volunteer teams
3. Provide hands-on technical operation as needed
4. Design and implement systems, processes, and training for reliable coverage
5. Manage production equipment, budget, and environments in partnership with the Worship Pastor

Qualifications:

- Previous professional experience in a full-time technical/production role is preferred. Experience in live sound mixing is a benefit, but not required.
- Excellent verbal and interpersonal skills, as well as strong organizational and administrative skills.
- Self-motivated and enjoys working in a fast-paced environment with multiple priorities.
- Committed to teamwork with the leadership, staff, and congregation of Gospel City Church.

- Must demonstrate a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior
 - Identifies closely with the mission, vision, and doctrinal position of Gospel City Church.
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Essential Duties and Responsibilities:

1. Team Leadership & Volunteer Development

- Recruit, train, and develop a diverse team of production volunteers for all key roles (FOH audio, ProPresenter/lyrics, lighting, stagehands, etc.).
- Create a healthy culture of servant-hearted excellence and teamwork that reflects the mission and values of Gospel City Church.
- Develop systems and training that enable volunteers to run gatherings independently, follow standard workflows, troubleshoot basic issues, and escalate problems when needed without requiring the Production Manager on-site.
- Lead and/or support pre-service huddles to clarify roles, cues, and expectations.
- Regularly coach volunteers through feedback, encouragement, and ongoing training opportunities.

2. Technical Systems & Equipment Management

- Provide leadership and oversight for all church-wide AVL systems, including Worship Center, Kids, Students, lobby, and broadcast environments.
- Oversee design, installation, maintenance, and upgrades of audio, video, and lighting systems in collaboration with the Worship Pastor, Technical Producer, and, when applicable, outside integrators.
- Maintain and regularly update an inventory of all production equipment.
- Create and maintain a systems upgrade/refresh plan aligned with ministry goals and budget.
- Develop and enforce standards for cable management, labeling, patching, and equipment storage.
- Ensure side stage, backstage, and storage spaces are organized, safe, and guest-ready (gaffed cables, minimal clutter, clear walkways).
- Work with Facilities for rigging, set construction, and safe installation of scenic and stage design elements, engaging certified professionals when needed.

3. Partnership with Ministry Leaders & General Staff Duties

- Regularly meet with ministry leaders (Kids, Students, Young Adults, etc.) to assess production needs, offer solutions, and plan support.
 - Partner with worship and creative staff to ensure technical execution matches the creative and pastoral goals for gatherings.
 - Manage the production budget in collaboration with the Worship Pastor, prioritizing stewardship and strategic investments.
 - Maintain healthy vendor relationships and evaluate new tools, software, and equipment as needed.
 - Participate in Gospel City staff rhythms: Sunday gatherings (including major holidays), staff meetings, prayer meetings, training, and special events.
 - Perform other duties as assigned as ministry needs evolve.
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QUALIFICATIONS

- Previous professional experience in a full-time technical/production role is preferred, ideally in a church or live-event context.
 - Demonstrated leadership experience in building and managing volunteer teams.
 - Strong understanding of live production systems, including:
 - FOH and broadcast audio
 - Live video systems, IMAG, and basic broadcast workflow
 - Stage and house lighting systems
 - Proficiency (or strong familiarity) with:
 - Dante and digital audio consoles
 - ProPresenter (and similar presentation software)
 - Basic video switching and camera operation
 - Google Workspace and people-management/scheduling software (e.g., Planning Center)
 - Basic familiarity with audio and/or video editing tools (e.g., Logic Pro, Adobe Premiere Pro, etc) is a plus.
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OTHER SKILLS / COMPETENCIES

- **Leadership & Collaboration** – Able to support and execute the vision of the Worship Pastor while leading volunteers with clarity, humility, and care.

- **Administration & Systems** – Strong ability to design and manage processes, schedules, and projects from start to finish; able to create and steward a ministry budget.
 - **Problem-Solving & Initiative** – Able to troubleshoot quickly and calmly under pressure; proactive in identifying and addressing issues before they become problems.
 - **Time Management** – Able to prioritize multiple projects and events, working efficiently in a fast-paced environment with shifting demands.
 - **Team Player** – Low-drama, high-ownership; contributes to a positive staff culture across departments.
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SPIRITUAL & CULTURAL EXPECTATIONS

- Member, or willing to pursue membership, at Gospel City Church.
 - Demonstrates a life of integrity and character that reflects a mature, Spirit-led walk with Jesus Christ as Lord and Savior.
 - Identifies closely with and supports the mission, vision, and doctrinal position of Gospel City Church.
 - Models servant-hearted leadership—willing to do both visible and behind-the-scenes tasks with joy (from leading big Sundays to running audio for a small midweek Bible study).
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EDUCATION

- Bachelor's degree in a related field or commensurate experience.