

Department	Production	
Location	The Bay Church	
Job Title	Production Manager	
Type of Position	Full-Time	Hours: <u>40</u> per week

GENERAL DESCRIPTION

PURPOSE OF THE POSITION

Advance the mission, vision, and values of The Bay Church. Possess a servant's heart toward other team members and promote relational health on the team (with emphasis on promoting joy and unity). Continue to develop as a leader and mature Christ-follower.

RESPONSIBILITIES

- Lead Production team on all pre-production needs for weekend services, such as building slides, programing lighting queues, etc.
- Oversee Production team for live production, specifically with set-up and strike, lighting, camera operation, video directing, live streaming, and sound.
- Connect with Worship Leaders during rehearsals and services to ensure they have the support they need for all things technical, creating and maintaining clear communication.
- Collaborate with Production team to set the standard for technical excellence (concepts through implementation)
- Oversee the repair and maintenance of all technical equipment. This includes all LED walls, projectors, lights, audio systems, consoles, and computers used in worship services; as well as TV's, and other equipment found in classrooms or small group meeting rooms.
- Work with the Production team, Worship team, Facilities and any outside contractors for the purchase of technical equipment and installation.
- Collaborate with Creative Team (Production, Communications, Worship) to design our weekend services as well as driving continual innovation.

PEOPLE

- Celebrate Production teams when there are wins, and support those that need additional training or development.
- Schedule and Plan trainings to equip our Production teams with the skills to run weekend services autonomously.
- Actively identify ways to raise the bar for excellence. (Technical & Creative)
- Have a one team mentality, supporting other people and tasks that may not directly be a part of your job description.

CAPABILITIES AND CHARACTERISTICS

- Understands and embraces the The Bay Church DNA
- Faithful, positive, loyal, self-motivated, flexible
- Display a high level of communication to supervisors and department leads.
- An independent self-starter who also works well within a team environment and comfortable interacting with leadership
- Relationally adept, desiring to sincerely engage, organize and network with diverse people.
- Ability to manage proprietary information with discretion and maintain strict confidence as it relates to church attendee privacy.
- Be able to multi-task with ease.
- Be comfortable working in a fast paced and frequently changing environment