



Job Description

Position Title: Production Experience Director
Reports To: Director of Experience
Revised: 06.09.2021

Department: Experience
Status: Full Time, Salaried, exempt
Campus: Campus Support

Primary Purpose

The Production Experience Director will contribute to NewPointe's mission of leading people to realize and reach their full potential in Jesus Christ by organizing and developing systems, to ensure staff and volunteers are equipped to execute the live production elements at all NewPointe services and special events. In addition, the Production Director will oversee new production technology installations/renovations, systems/process development, production inventory, training curriculum, and production standards at all NewPointe Campuses. This role requires a mixture of technical knowledge and ability balanced with strong communication and leadership.

Essential Functions/Key Result Areas (KRAs)

- Troubleshoot issues that come up through local staff and volunteers by tracing the signal flow
- Oversee the technical training processes at all campuses in partnership with Production Director Team, ensuring that each volunteer has a working knowledge of the system, or is in the training process to gain that working foundation
- Maintain and knowledge of current and future trends in audio, video, lighting, and staging.
- Develop and maintain plans for continuous replacement cycle of equipment, and equipment maintenance across all campuses
- Develop and maintain standards and best practices for consistent weekend and special experiences at all campuses
- Facilitate the creative programming process by advising and coaching on production and technical matters as needed
- Develop and maintain key relationships and processes to create integration among other ministries and clarity of Production Department's role with other ministries
- Develop methods of sharing information, managing workload/projects, best practices, and documentation among Production Experience Team and delegate tasks/projects as needed
- Provide technical support and skills coaching to campus Production Directors.
- Participate in meetings as requested
- Other duties as assigned

Position Requirements

- Supervisory
 - Recruit, lead and develop volunteers
 - Lead and develop other Production Staff

Knowledge/Skills/Abilities

- Proficient knowledge of audio, video, lighting, and staging systems

- Ability to function within a team environment and work independently on individual tasks
- Able to work and effectively communicate with other NewPointe departments to coordinate and execute projects
- Display attention to detail and a passion for excellence
- Possess a pro-active work ethic including a self-motivated drive for creativity, quality, efficiency, and organization
- Possess excellent project management skills and the ability to multi-task several projects at the same time
- Possess the flexibility to adapt to unforeseen circumstances and a strong commitment to meeting deadlines
- Significant experience using concert production audio, video, lighting equipment such as: digital audio consoles, digital speaker processing, microphones, IEMs, broadcast video cameras, switchers, projectors, lighting console, conventional lighting fixtures, & LED/intelligent fixtures
- Ability to plan and design complex technical and operational systems
- Proficient use of Planning Center Online, ProPresenter, Microsoft Office, and the latest version of the Mac OS X and Windows operating systems
- Basic knowledge of audio, video editing, and design software, such as Apple Logic, Adobe Premiere Pro, AutoCAD etc. is a plus

Qualifications

Education: High school diploma required. College degree preferred

Experience:

- Minimum 5 years work experience with audio, video, and lighting systems
- Experience leading multiple teams of adult volunteers
- Experience leading in a multi-site church with 2000 or more in average weekly attendance
- Experience using concert production audio, video, lighting equipment such as: digital audio consoles, digital speaker processing, microphones, IEMs, broadcast video cameras, switchers, projectors, lighting console, conventional lighting fixtures, & LED/intelligent fixtures
- Proficient use of Planning Center Online, ProPresenter, Microsoft Office, and the latest version of the Mac OS X and Windows operating systems
- Basic knowledge of audio, video editing, and design software, such as Apple Logic, Adobe Premiere Pro, AutoCAD etc. is a plus

Physical Activities/Requirements

- Must be able to lift 75 lbs
- Ability to work on a lift and/or ladder at heights of up to 25' or more

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders with in NewPointe, including:
 1. Partnership
 2. Tithe (within 3 months)
 3. Participate in authentic small group accountability
 4. Regular attendance at NewPointe services

At NewPointe we value working though people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put

ourselves in a position where we can continue to strive for excellence and value reaching lost people.

Acknowledgement

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date