



## Job Description

**Position Title:** Production Director  
**Reports To:** Worship and Creative Arts Director  
**Revised:** 03.05.2019

**Department:** Campus Creative Arts  
**Status:** Full-Time  
**Campus:** Coshocton

### Primary Purpose

The NewPointe Production Director will assist in leading people to realize and reach their full potential in Jesus Christ through the organization and execution of the live production elements at all NewPointe weekend services and special events. This role requires a mixture of technical knowledge and ability, balanced with strong communication and leadership.

### Key Result Areas (KRAs)

- Identify, recruit, train, and lead volunteers in production roles, including audio, video, lighting, stage management/crew, and staging/scenery, by scheduling and coordinating volunteers, overseeing necessary technical training, and maintaining excellent working condition and user-friendliness of all production equipment at the Coshocton campus. Assist all other Coshocton environments in doing the same.
- Prepare all essential production elements for weekend services and special events and ensure that production team members are equipped and informed regarding all relevant elements and details.
- Maintain a forward-thinking approach to be prepared for all possible scenarios during practices and live events by exploring potential problem areas, maintaining flexibility to adapt to unforeseen circumstances, being willing to jump in and operate in any volunteer position on short notice if needed, and making appropriate revisions to strategy as the production team navigates a variety of situations.
- Contribute to and assist with projects at the Broadcast location and at other NewPointe campuses (8-16 hrs/wk)
- Other duties as assigned.

### Position Requirements

- Supervisory:
  - Lead volunteers

#### Knowledge/Skills/Abilities:

- Talent Scout – Naturally identifies and recruits' people into areas of service that best meets their gift set.
- Quality Manager - Ability to identify problems, find solutions, and improve systems.
- Team Builder - Ability to build teams, equip and empower leaders, and hand off ministry effectively. Able to deal with conflict.
- Communicator - Ability to communicate clearly and concisely, both orally and in writing
- Problem Solver – Ability to identify, troubleshoot, and correct issues with equipment
- Proficient in Microsoft applications such as Word, Excel, and Outlook
- Coachable and takes direction well
- Able to lead multiple projects at once
- Able to work independently, as well as with a team

### Qualifications

**Education:** College degree preferred; high school diploma required

**Experience:** Minimum of three years related experience with touring level audio, video, and lighting systems, including medium to large format digital audio consoles, Vista by Chroma-Q, LED and moving head lighting, DMX control, SDI Video distribution. Proven track record of mixing a live band in venues of 500 seats or more, and the ability to develop that skill in others. Experience leading multiple teams of adult volunteers. Proficient use of Planning Center Online, ProPresenter, and the latest version of the Mac OS X and Windows operation systems. Experience with DAW software such as Ableton Live, Logic, or Protools, experience with Adobe Creative Cloud, musical background, and basic networking experience is desired.

**Physical Activities/Requirements**

- Must be able to lift at least 75 pounds.
- Ability to work on a lift and/or ladder at heights of at least 25 feet.

**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 within NPCC, including:
  1. Partnership
  2. Tithe (within 3 months)
  3. Participate in authentic community (meaningful accountability)
  4. Regular attendance at all NPCC services

At NewPointe we value working through 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.

**ACKNOWLEDGMENT**

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

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Applicant Signature/Date

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Management Signature/Date