

# CHURCH OF THE CITY

## Position Description

**Name: Job Title:** Director of Production  
**Department:** Spring Hill  
**Reports To:** Associate Executive Pastor

### Summary:

Under direct supervision, with latitude for independent judgment and decision-making, this position is responsible for leading and executing weekend service, building, caring for, and training the team of volunteers, overseeing special events and projects, overseeing and supporting care ministry, and building usage and rental for special events. There is an expectation of creating a safe, healthy, and discipling culture within the production team as well. This role will also carry support of executing the greater vision of Church of the City - Spring Hill.

### Required Competencies:

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly, and possesses necessary relational skills (i.e. emotional intelligence, communication and conflict resolution skills) needed to navigate the needs and requests that arise in this ministry.

### Primary Responsibilities:

- Recruit, develop (train), lead all team members and team leaders connected to the weekend service (Lighting, Sound, Online, Camera, etc)
- Oversee and execute special events and projects (team member celebration, community events, wraparound closet, etc)
- Provide support to learning communities, women's events, Intro to COTC
- Design and execution of elements for all services and church activities as necessary.
- Responsible for training volunteers and creating a healthy team culture
- Schedule team members through planning center ahead of time
- Create slides

- Run run-through on Sunday morning
- Attend series planning meetings
- Create and foster a strong relationship with other COTC neighborhood churches, staff, and production teams
- Create schedule for speakers by working with lead pastor
- Book guest speakers as needed
- Responsible for the overall program on Sunday morning (flow, execution, feel, etc.)
- Research and maintain ideal lighting and sound setup for all rooms in the church in coordination with all COTC locations.
- Communication with volunteer team members, staff, etc.
- Participate in the maintenance and operation of all A/V/L equipment.
- Participate in Sunday morning A/V/L needs. Rotating positions including Camera Director, Audio Engineer, Live Stream Audio mix, etc. as needed.
- Participate in troubleshooting A/V/L problems and their resolution
- Participate in the planning and execution of media upgrades.
- Serve at all COTC locations in their A/V/L needs, on an as-needed basis.
- Attend weekly meetings as required by Associate Exec Pastor- SH Staff Meeting, COTC Staff Meeting, weekly production meeting, and seasonal planning meetings as assigned.
- Participate in the A/V/L needs of outside events using COTC's venue.
- Serve as primary point person for CR and City Students A/V/L needs on Tues and Wed evenings

### **Supervisory Responsibilities:**

Related staff and volunteers associated with respective areas.

### **Qualifications**

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture. Incumbent is willing to become a stakeholder of COTC within six months of hire.

The criteria listed below are representative of the knowledge, skill, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

**Education:** A baccalaureate degree preferred. A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines may be sufficient to qualify for the position's requirements.

**General Skills:** Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and high attention to

detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; effective time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

**Experience:** A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of the position.