

## Production Director

### Primary Function:

1. Lead, train and operate within a Christ centered, Kingdom focused production ministry in The Potter's House.
2. Increase and maintain a standard of operational excellence in video, sound/audio, service production and multimedia communications.
3. Oversee the production of Sunday mornings and special services from equipment, to team members, and post-service needs.
4. Implement brand consistency into all assigned projects and external communications from The Potter's House.

### Duties and Responsibilities

1. Lead the troubleshooting, installation, upgrades and maintenance of audio, cameras, lighting, video switcher, and media equipment owned by the church, for ministries in the church.
2. Lead and develop strategy for all video efforts in a live service format, edited promotionals, event recaps, filmed teachings and weekly sermon clips for social media.
3. Continued recruitment, training and scheduling of Production Team members for Sundays, special events, Midweek services, weddings and funerals.
4. Lead weekly Sunday morning pre-service meetings, and ensure Steps of Service are being implemented by the Production Team.
5. Have quarterly meetings or gatherings with the Production Team members.
6. Lead and delegate tasks for production (or related type) interns.
7. Work with the Creative Communications Director for media, graphics and branding oversight.
8. Create and manage a yearly budget.
9. Provide support and oversee maintenance and vision of Potter's House campuses.
10. Support overall ministries of the church and perform any other assigned duties.
11. Communicate with those members of staff involved to ensure a smooth running of projects

<b>Ministry Area/Department</b>	Production of Potter's House - Columbus Church   3220 Lowell Drive   Columbus, Ohio 43204
<b>Accountable To</b>	Ministries Director
<b>Ministry Target</b>	Entire Church
<b>Position Is</b>	Paid Staff
<b>Time Commitment</b>	Full Time
<b>Position May Be Filled By</b>	Church Member or Outside Hire
<b>Spiritual Gifts</b>	Leadership, Evangelism, Service, Discernment
<b>Required Skills and Abilities</b>	<p><b>TECHNICAL</b></p> <ul style="list-style-type: none"> <li>Working and in-depth knowledge of ProPresenter 7, PVP, LiveStream Studio, Blackmagic ATEM software, Blackmagic Production 4K controller/switcher, digital cameras (C100's and C300's), and Adobe programs</li> <li>Ability to run sound on Yamaha CL5, and other similar soundboards</li> <li>Minimum of Dante Level 2 certified</li> <li>Know the workings of NOVASTAR processors</li> <li>Can create SDI lines with BNC connectors</li> <li>Ability to direct and cut for a live service</li> <li>Excellent video capturing and editing skills</li> <li>Photography editing software</li> </ul> <p><b>PROFESSIONAL</b></p> <ul style="list-style-type: none"> <li>Ability to self-start and be energetic for new projects and idea implementation</li> <li>Pays attention to details</li> <li>Understanding of creating and working within budgets</li> <li>Excellent communication skills and ability to work in a fast paced, team environment</li> </ul>
<b>Passion For</b>	Leading People to Christ through Production, Audio/Video and Design, Creativity, Excellence, Problem Solving
<b>Length of Service</b>	Indefinite

## Practical Expectations

1. Live a Christ centered, healthy and integritous life at church, work and home.
2. Church attendance at Potter's House - Columbus services, church wide events, staff meetings and production meetings.
3. Respond quickly and efficiently to email and correspondence from church staff.
4. Maintain clean and organized work spaces/equipment, both visible and behinds the scenes.
5. Have a commitment to The Potter's House vision, as well as an understanding of and willingness to serve within the values of the church.
6. Be teachable and willing to learn and grow in your craft.
7. Be available to connect and build relationship with the Production Team and members of The Potter's House.
8. Regularly pray for and encourage wholeness in the lives of the Production Team.
9. Provide leadership and carrying out of production needs for all church services and special events.