



Success Profile

Job Title: Production Director **Department:** Creative Arts
Direct Report: Executive Pastor of Creative Arts

Purpose of the Job:

- Provide leadership and oversight to the Production Department, ensuring operational excellence across audio, video, lighting, online campus, and IT functions. Lead and develop the Production Dream Team (DT), fostering growth, health, and unity among team members, and supporting the mission and vision of City Hope Church.

Experience and Knowledge Required:

- Minimum of one (1) year of experience in live and broadcast audio, video, and lighting.
- Basic understanding of applicable systems and equipment (including but not limited to audio, cable patching, video, screen projection, and lighting).
- Intermediate Mac and PC proficiency.
- Familiarity with ProPresenter, video cameras, switcher software, and various projector control interfaces.
- Ability to troubleshoot and solve problems quickly.

Essential Functions and Responsibilities:

Department Leadership

- Serve as the primary point of contact for Production at City Hope Church.
- Lead all aspects of live production for services, events, and special projects (audio, video, and lighting).
- Oversee the online campus and live streams; assist with post-production needs; and assist with development of the IT department.

Production Operations

- Manage all audio, video, and lighting equipment, ensuring functionality and upkeep.
- Collaborate with the EP-CA and Worship Director to plan and maintain the order of service flow for all events.
- Verify, prepare, and load all content (videos, lyrics, motion backgrounds, sermon slides, lower thirds) for services and events.

- Ensures that all on-stage cable management and patching is ready for weekly services and events.
- Operate production equipment and fill production positions for services, retreats, conferences, and special events as needed.
- Oversee archiving, post-production editing, and uploading of recorded services.
- Maintain and manage Auditorium stage design elements.

Dream Team Development

- Recruit, train, mentor, and schedule Production Dream Team (DT) members for all services and events.
- Build and maintain a system of leadership development with Production coordinators, coaches, and DT members.
- Implement volunteer training programs, track progress, and ensure ongoing education and retraining.

Additional Responsibilities

- Support production needs at other campuses and correctional facilities when necessary.
- Participate in church-wide events and initiatives.
- Assist other departments within the church.
- Lead or co-lead a City Hope Small Group.
- Perform other duties as assigned.

Attributes:

- Love for God.
- Love for people.
- Committed to the call of God, the leadership, vision, and values of City Hope Church, and the fulfillment of the Great Commission with integrity and passion.
- Pursues excellence and stewards time and resources faithfully.
- Loyal, trustworthy, and faithful in all responsibilities.
- Demonstrates a Christ-like servant attitude; humble and committed to lifelong learning.
- Fosters a team-oriented environment and nurtures positive relationships with staff, Dream Team members, and the congregation.
- Maintains God-ordained priorities: relationship with Jesus Christ first, spouse second, children third, and ministry fourth.
- Gives at least 10% of income to the vision of City Hope Church.
- Strives to keep unity and maintain charity of faith toward others (James 3:1, Romans 14, Romans 15:1-5).

Physical Demands:

- Repetitive typing and computer work.
- Extended periods of sitting.
- Regular heavy lifting (production equipment).

Relational Connections:

- Administrative staff, pastoral staff, ministry department teams, Dream Team members, and congregation.

*This description is not all inclusive, and other duties may be assigned as necessary.