

ANTIOCH FELLOWSHIP MISSIONARY BAPTIST CHURCH

POSITION: Production Director

REPORTS TO: Creative Pastor and Executive Pastor of Ministries

WORKS HOURS: Sunday-Thursdays and On-Call as Needed

PRINCIPLE FUNCTION

The Live Production Manager can multitask, overseeing several live production operations at a time, as well as has excellent time management and interpersonal skills to manage a production team. They are able to plan, organize, and control production in an organization to ensure that services and events are produced efficiently, on time, within budget, and to standard.

SPECIFIC RESPONSIBILITIES

- Oversee all production a creative element for weekend services, mid-week services (prayer and Bible Study) and special events such as conferences.
- Develop and manage a live production budget in order to provide adequate resources and equipment for the work of the ministry.
- Recruit and rehearse volunteers for participation in services.
- Watch other church services to gain insights and develop ways to improve the effectiveness of the worship experience.
- Implement a process for student involvement
- Develop and implement a system for identifying technical team members.
- Purchase all supplies, equipment, and supervise their maintenance.
- Lead the production team in implementing the worship services.
- Work with the Senior Pastor, Worship Pastor and Creative Team to plan each service.
- Schedule sound, lighting, camera, and ProPresenter teams for worship services.
- Provide adequate resources and equipment for the work of the ministry.
- Lead in recruiting, training and maintaining volunteers for all aspects of production (creative teams, sound, lighting, ProPresenter, etc.).
- Coordinate skill training activities for team members (i.e. ProPresenter, lighting, sound, etc.).
- Perform other duties as assigned.

Additional Duties

- a. Cooperate with the Senior Pastor, Associate Pastors, Board of Trustees and other staff members in promoting the entire ministry plan of Antioch Fellowship Missionary Baptist Church.
- b. Submitting information on a timely basis to members of the media team for announcements via TWAA and website.
- c. Utilize the services of the support staff, which are consistent with their Position Descriptions.
- d. Supply written updates of changes to programming related to Production to all members of the staff and others (Ministry leaders).
- e. Give full support to the Unified General Operating Budget of Antioch Fellowship Missionary Baptist Church and avoid soliciting or expending funds not previously authorized.
- f. Attend all staff meetings (General and Pastoral) unless given permission from the Executive Pastor to be absent

Basic personal responsibilities:

- a. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and meditation.
- b. Maintain proper priorities in your home
- c. Develop personal evangelism opportunities within and outside the church.
- d. Financially support the works of ministries of Antioch Fellowship Missionary Baptist Church by faithfully giving at least 10% of your gross income. Maintain wise stewardship measures over the remaining 90%.

Qualifications

- Associates or Bachelor's Degree in Marketing or Content services, Media, or related area.
- 6 years of experience producing video and audio content of different styles and genres.
- Experience recording, editing, interviewing, and building video and audio stories.
- Experience managing production and post-production logistics (eg. schedules/timelines), managing crews and equipment, while ensuring compliance with legal requirements.

- Experience in People Development.
- Experience working with external production companies to meet business needs.
- Experience working with Pastors.
- Knowledge of the legal aspects of media production, including copyright and release forms requirements.
- Strong communication and interpersonal skills.
- Other duties assigned