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## Summary

### Job Title

Production & Technology Manager

### Department

Business

Located in Loudon County, Community Church exists to help people live life better by winning increasing numbers of people to Christ and his church. We summarize this mission as **Meet God**, **Meet Friends**, and **Live Life Better**. These three core initiatives drive everything we do!

This role supports the hub that guides the brand of Community Church's business and ministry areas and ensures a quality spiritual experience for the congregation.

This position reports directly to the **Creative Arts Director**.

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## Key Responsibilities

### RESULTS

#### Leadership and Strategy

30%

- Understand with complete clarity the mission and direction of the Creative Arts division and communicate it throughout the organization.
- Keep Creative Arts Director informed on all pertinent issues curbing surprises.
- Pray and meet regularly with Creative Arts Director to advance the objectives of the division.
- Collaborate on Creative Arts team with other managers.
- Champion the brand and ethos of Community Church, Virginia Academy and its affiliates.
- Work collaboratively with the Creative Arts Director to ensure Community Church and Virginia Academy events maintain brand integrity.
- Effectively manage production teams for Community Church and Virginia Academy events.
- Proactively forecast needs for technical improvements.

#### Project Management

25%

- Provide a creative presence for respective department planning meetings and properly communicate vision throughout the project inception, providing multiple concepts as needed.
- Work closely with Creative Arts Project Manager to ensure staffing needs and requests are met.
- Delegate work to technical team or carry out the completion of the project as needed.
- Prioritize day-to-day projects based on direction provided by Creative Arts Director

## Staff and Volunteer Enrichment

25%

- Maintain a healthy relationship with volunteer production team
- Routinely meet with production staff and volunteers to provide tips, techniques, and inspiration.
- Recruit and inspire growth of volunteer production team.
- Set an example for the volunteers professionally and spiritually.
- Meet regularly with creative arts division providing/receiving feedback as appropriate.
- Listen to feedback from a variety of sources for ministry effectiveness.

## Financial Stewardship

10%

- Provide support to Creative Arts budget by following expense processes and managing respective budget.
- Provide cost-efficient alternatives from vendors for all rentals, maintenance, and capital improvements.

## Administration

10%

- Ensure production team data is accurate and updated.
- Maintain vendor list and request proposals as needed.
- Work closely with respective event teams to ensure cleanliness and organization of on-stage and backstage areas.
- Answer incoming emails and phone calls with a professional response within 48 hours and coach all business staff to do the same.

## Total

100%

## CORE VALUES

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### Health Matters

20%

- We work with the tangible help of God by maintaining regular personal time with him—space for hearing & listening to God’s voice through silence, solitude, praying, meditating on scripture, journaling, etc.
- We lead out of healthy marriages or singleness.
- We pay attention to physical health—diet, exercise & rest (Sabbath)—& make necessary adjustments.
- We connect to godly friendships through small group involvement where accountability & encouragement is practiced.
- We practice vulnerability—regular confession of weaknesses, sins, hurts, habits & hang-ups to not only God but to one another, as well.

### Church Matters

20%

- We not only attend but we compellingly & constantly invite others to church, as well. An empty seat is a BIG deal!
- We always look out for & initiate conversation with new comers & guests. We push through our awkwardness so guests can feel welcome. We love to ask: “What can I do for you?”
- We work hard & if needed, late to make our ministry radiant—a church where people can’t help it, they have to notice her & want to be around her! We live to make church an ‘over-the-top’, inspiring, winsome, irresistible experience.
- We all equally share in honoring God by investing 10% of our income annually to finance his mission, the church. We don’t just work here. We ‘bleed orange!’
- We inform & help people complete our GROW course, the critical 1st step in truly joining the church.

## Attitude Matters

20%

- We own the mission not our position, title or rank. We never say, “That’s not MY ministry!” or, “No one ever told me to do that!” or, “That’s not in my job description.” We energetically do what needs to be done.
- We don’t tolerate a negative attitude. We obsess on what we can control not on what we can’t.
- We all serve—something we’re doing connected to God’s house that we’re not being paid for.
- We practice authentic listening—listening to understand.
- We assume the best—when ‘stuff’ happens we don’t assume the worst or immediately go negative but give our colleagues the benefit-of-the-doubt.

## Development Matters

20%

- We maintain Personal Development Plans (PDP’s) so we can demonstrate leadership growth. (We set goals—next steps in Leadership Pipeline, book reports, conferences, coaching...something!)
- We give the gift of feedback—positive & growth. & we hunger for both constructive & growth feedback from team mates in all situations.
- We lift others to higher levels passing along to others the knowledge, skills & opportunities that have been entrusted to us. We don’t just do a ‘job’, we build & empower people.

## Environments Matter

20%

- We insure that all our environments are irresistible! From the parking-lot to our work space we strive to be flawlessly maintained—no ‘broken-windows’ anywhere...period.
- We are not finished until everything is clean, put away & visually stunning.
- We communicate confidence & respect to volunteers by keeping all behind-the-scene areas impeccable. (all closets, resource centers, cabinets, stairwells, back-stages, sound booths, garages, conex-storage boxes, etc)
- We pick up trash. We vacuum, sweep, mop, straighten things; put things away & return things in a clean orderly fashion. Sloppiness is ungodly!

## Total

100%

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# Requirements

## EDUCATION AND EXPERIENCE

### Education:

#### *Required*

- Bachelor’s degree from an accredited, four-year institution required.
- In lieu of degree, an additional four years of experience will meet the requirement.

#### *Desired*

- Undergraduate focus in Fine Arts, Communications, Technology, or related field, or equivalent production and management experience required.

### Experience:

#### *Required*

- 5+ years of experience in technical production with validated success.

- 3+ years of management experience working with production teams
- Understanding of audio, video, and lighting technology, as well as industry best practices.
- Ability to lead projects from concept to completion.
- Ability to make evaluative judgments and communicate effectively, both orally and in writing
- Ability to recruit, train, and supervise employees and volunteers, including organizing, prioritizing, and scheduling work assignments

*Desired*

- 1+ years of stage management experience

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position and should not be considered a contract of employment. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.*