



Job Title: Production Manager

Reports to: Communications Director

Status: Exempt/Salaried Full Time

Prepared By/Date: Janine Mikell - 5/27/21

Approved By/Date: Michelle Ravan - 5/27/21

Position Summary

As part of the East Cooper Baptist Communications team, the Production Manager is responsible for the creation and execution of excellent worship services on Sunday mornings. The Production Manager will work with Pastors and production volunteers and use the technology provided to achieve distraction free worship experiences, enabling ministry to take place. The Manager will also be responsible for large PCA events.

Roles and Responsibilities

- Primary production lead for Sunday services and ministry events
- Primary production lead for larger PCA events including Middle & Upper School Plays, Palmetto Night, Choir Concerts, Graduation, Grandparents Day, Thanksgiving Chapel
- Set-up & tear-down of video, lighting, and audio elements for ECBC services and events
- Recruit, manage and train production team volunteers
- Oversee production project execution while giving regular feedback to Communications Director
- Maintain production equipment and troubleshoot as needed
- Identify and implement new production technologies and tools
- Foster an attitude that reflects the values of East Cooper Baptist Church
- Support special projects as assigned
- Attend, serve, and lead at all required events and activities for East Cooper Baptist Church including all staff meetings, prayer meetings, special events, staff development days, etc.

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- 2-4 years of professional workplace experience directing, producing, or mixing audio
- Advanced knowledge of Adobe Premiere
- Proficient with Google Suite (Drive, Docs, and Sheets)
- Detail-oriented
- Collaborative problem solver
- Good Time management
- High level of integrity and dependability
- Ability to understand and operate current digital audio consoles and construct a full band mix

Competencies

Communication - Demonstrated capacity to inspire, instruct, and encourage through effective communication in various settings. Able to communicate and work within a complex organizational structure with multiple layers of input.

Collaborative Leadership Skills - Collaborate across the organization and with various ministry partners. Ability to lead in concert with other leaders. Ability to integrate multiple perspectives and synthesize them into a cohesive plan. Ability to lead across teams and coach volunteers and production team members.

Detail Oriented & Organizational Skills - Proven skills in organizing, prioritizing, implementing, and managing multiple projects at different stages simultaneously. Shows attention to detail with processes and systems. Solves problems with creativity and minimal input. Able to successfully develop new and better ways to work and promotes a continuous improvement mentality.

Digital Systems - Understanding of and experience with the operation of current digital audio consoles. Ability to construct a full band mix. Experience working with digital project management tools. Familiarity with recording software (Pro Tools, Logic, Ableton, QBase, or equivalent professional software).

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.