

Grace Church

Orlando, FL | discovergrace.com

TITLE: Technical Production Director
CAMPUS: All-Campus
REPORTS TO: Creative Pastor
OVERSEES: Creative Tech Volunteers

JOB SUMMARY: Grace's Technical Production Director oversees the operation and maintenance of all Audio/Video/Lighting equipment at all Central Florida campus locations of Grace Church. The Technical Production Director works alongside other members of the creative team to ensure that all services and events are executed with excellence while constantly pushing for innovation. The Technical Production Director develops, oversees, and schedules production volunteer staff at the Orlando campus and provides training and other technical support to the volunteer staff at all other Grace campuses.

Duties & Responsibilities:

- Support the culture, mission, vision, and of Grace church
- Attend weekly staff and team meetings
- Manage all A/V/L equipment
 - Oversee the purchase, maintenance, and operation of all A/V/L equipment across all campuses
 - Train and equip staff and volunteers to ensure successful operation of equipment in various rooms and locations
- Work with Worship Leadership to implement procurement strategies and timelines
- Prepare stages and rooms for rehearsals, presentations, rentals, and events as scheduled
 - Determine needs and A/V/L requirements
 - Set-up/tear-down equipment
 - Focus/aim all lighting
 - Patch and program consoles
 - Manage necessary stage plots, input lists, etc.
- Manage volunteer teams
 - Recruit, develop, and equip technical teams for events, services, and rentals
 - Update detailed weekly service and event technical notes for all creative tech positions

- Meet regularly with team members to develop, train, and cast vision
- Provide direction to all tech leads to ensure services and events are consistently executed on time and with wow-making excellence
- Serve as Technical Production Director for services and events
- Operate Front of House audio and/or Broadcast audio as needed
- Provide assistance to other Grace ministries as needed including Family Ministry, Special Events Team, third party facility rentals, conferences, etc.

Skills & Requirements

- Excellent verbal and written communication skills, including experience working in Microsoft Office Suite, including Word and Excel
- Solid time management skills with minimal oversight
- Availability to work evening and weekend hours to support church events and services. Hours and office time flexible.
- Expert knowledge of audio systems
 - Large-format digital consoles
 - Signal flow and troubleshooting
 - Room acoustics and tuning
 - Personal audio monitoring (IEM)
 - Ability to train volunteers on the operation of equipment
- Expert knowledge of video media in the context of worship events
 - Broadcast switchers and multiple cameras
 - Keyed computer graphics
 - Presentation software (ProPresenter)
 - Ability to train volunteers on the operation of equipment
- Expert knowledge of theatrical lighting in the context of worship events
 - Knowledge of conventional, intelligent, LED, and lighting for video
 - Familiarity with DMX programming, patching, and signal flow
 - Ability to train volunteers on the operation of equipment
- Must be technically innovative. Always pushing the organization forward while maintaining the vision and culture of Grace Church.
- Able to troubleshoot in a high-stress environment
- Extremely strong interpersonal skills
- Excellent leadership skills
- Ability to embrace and pursue artistic and spiritual excellence in services and events
- Experience in CAD software for system and stage design

Education

- Degree (minimum 2-year) in Live Production is preferred
- 5+ years of full-time work experience in live production settings is acceptable

Experience

- Experience leading a team of production staff is preferred
- Experience with multi-site or campus church is preferred

Personal Characteristics

The ideal candidate:

- has a dedicated walk with God that prioritizes both church and family
- has a desire to see people taking their next step toward Christ
- consistently exhibits a Christlike character
- has a very strong work ethic
- possesses an authentic, genuine spirit in their faith, work, and relationships
- is a team player who enjoys having fun with a staff team
- meets the Physical Job Requirements:
- Ability to frequently sit and stand
- Reach with hands and arms
- Climb to 30 feet by ladder or lift
- Lift and carry up to 50lbs
- Stoop, crawl, crouch
- Talk and hear; events operate between 85dB and 105dB