

Job Title: Manager 1, Production Development**Reports to: Executive Production Manager****Employment Status: Full-time (40 hours), Sunday hours required****Compensation Basis: Exempt****Staff Classification: Non-Ministerial**

Job Purpose: Lead the Audio branch of the Production Team. Namely, recruiting, developing, and deploying staff and volunteer teams to achieve excellence in audio production quality of services and events for Grace Bible Church.

Duties:

- Coordinate weekly production and communication tasks leading up to worship services and special events.
 - Oversee setup and placement of equipment inventory
 - Manage audio recording and streaming capability for online use
 - Lead improvement in sound quality of services
 - Maintain, troubleshoot, and repair audio equipment as needed
 - Oversee assistive listening devices for corporate worship services
- Work with Worship Team to recruit, organize, train, manage, and lead volunteer teams of Audio Mixers at all campuses in main, college, and youth venues
- Train volunteers and staff toward technical and team development
- Personally participate in production at various campuses, events, and services
- Develop ongoing equipping and training mechanisms for both Production volunteer teams, and the Media Arts and Worship Fellows program
- Responsible for fulfillment of approved A/V requests outside of Sunday Morning
- Ensure proper setup and operation of sound and media equipment for Children's and adult Sunday morning and weekday group meetings
- Serve as community and cooperation builder within Production and Worship teams
- Attend sound and/or media workshops and conferences, visit other churches and research/read publications as available and as necessary

Qualifications:

- A committed and growing Christian in a strong relationship with a local Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum of 2 years' experience with mixing front of house audio in live production environments including
 - Operation of small/large format mixing consoles
 - Selecting and placing microphones
 - Tuning live venues with reference mics and pink/white noise methods
 - Installing sound system and stage upgrades
- Minimum of 2 years' experience training and developing volunteer teams
- Developing leadership abilities with a teachable spirit
- Developing ability to mentor and train less experienced staff and ministry leaders
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence

- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Ability to oversee others and delegate tasks effectively
- Minimum of 2 years' experience in professional task/systems management
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational and communication (written and verbal) skills
- GBC Church membership preferred (as soon as practical after joining staff)
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision

*See GBC Personnel Manual for further information
Revised July 2020*