**Production Manager Job Description**

**Purpose**

The Production Manager will provide distraction free production for all events/services at FC by maintaining gear/resources, scheduling/training volunteers, and

**Responsible To**

Creative Pastor

**Description of Duties**

* Manage and maintain all gear for AVL.
* Prepare presentations in ProPresenter: i.e. announcements, video presentations, and sermon graphics, for Sunday.
* Recruit, train, schedule, and care for volunteers.

Every event at FC in need of production will be planned for and executed by production manager (with volunteer team).

* Must understand, support and live out our mission statement, “To develop mature disciples of Jesus Christ in relational Environments”.
* You will be required to become a Partner at FC and attend Sunday morning services.

**Time Requirements**

40 hours

M-Th office, Sunday Services. Flexibility with hours for special events from time to time.

\*Band Rehearses on Tuesday Nights, FC Students has service on Wednesday Nights.

**Qualifications/Skills/Gifts**

* Flexibility
* Planner
* Experience in Live Production
* Degree of comfort with Apple computing and software.
* Thrive in a team environment, and able to contribute and collaborate with others.
* Organized and understand the value of good systems.
* Striving to learn/grow yourself and others
* Competence with digital audio console, Avolites lighting console, ProPresenter

**Spiritual**

* Positive and passionate about Jesus and Foothills Church, and represent both with excellence, on and off the job.
* Servant
* Teachable
* Heart for People
* Growing relationship with Jesus