

TIMES SQUARE CHURCH

Production Manager | Job Description

Department: Creative

Direct Oversight: Production Director

Key Relationships: Creative Director, Production Director

Qualifications

- Bachelor's degree with 2+ years of technical experience or equivalent life experience.
- Strong attention to detail with a desire to continually improve existing systems.
- Analytical thinking and problem-solving capability.
- Able to see the big picture and pivot quickly if necessary.
- Ability to make sound, critical decisions under pressure.
- Team player with excellent communication skills.
- Extensive knowledge of AVL systems and experience in live production (audio, cameras, switchers, lighting, and scenic design)

Primary Responsibilities

(Includes, but not limited to the following)

- Serve alongside the Production Director and Production Coordinator in creating, planning, and executing production for all church events including Sunday services, Midweek services, volunteer meetings, baptisms, youth events, etc.
- Assist in the preparation for all church events involving production by programming lights and preparing visual content.
- Assist in maintaining and upgrading the church's technical equipment.
- Train volunteers to effectively use live production technologies.
- Manage inventory of all production equipment and assets in the church.
- Communicate with creative team for needed media assets to be used in events.
- Participate in planning creative elements in services for major events (Christmas, Easter, etc.)