



Job Description: **Production Manager**
Part-time/ non-exempt

CenterPoint is a thriving church that has grown consistently over each of our 22 years. Across our 6 campuses, we average 2,500 people each Sunday. Our campuses are very intentional to be an active part of the community as we share the gospel. We find that being missional and attractional aren't mutually exclusive, but both are important for reaching the lost.

The Production Manager fulfills many mission-critical roles including:

- Oversee the video and lighting production process for all live services, events, and broadcasts.
- Manage camera operators and other media team members to ensure the smooth running of all live media during service.
- Direct camera angles, shots, and movements to ensure that the online audience gets the best view of the event.
- Communicate with worship leader and technical director to ensure that the overall production is cohesive and professional for weekly services.
- Ensure that all cameras and equipment are set up and functioning correctly before and during the service.
- Troubleshoot any technical issues pertaining to Pro Presenter, lighting and video that may arise during the service.
- Provide technical training and support to camera operators, pro presenter, lighting, and video directors.
- Stay up to date with the latest video production techniques and equipment to improve the quality of the production.
- Collaborate with Pastor and Worship leader and other team members to ensure that the live media production aligns with CenterPoint's vision and values.
- Ensure that all service content is recorded and stored. Transfer recorded media to the internal storage.
- Upload edited service for Sunday online streaming.
- Oversee the video suite during service making sure all volunteers are on point.
- Scheduling the media production teams for weekly services.
- Recording for monthly broadcast and ensuring that the message is uploaded to the broadcasting platform.

Schedule:

- Sunday 9 hours
- Wednesday 8 hours
- Thursday 8 hours per week
- Occasional other times about 3 hours for events
- 25 hours total per week

All Staff at CenterPoint are expected to:

- Work as part of a team and build up all ministries at CP.
- Be quick-paced.
- Have a servant attitude.
- Be skilled at administration and organization.
- Have a welcoming and inviting presence.

To apply, please send your resume to hire@cpchurch.com.