

# PRODUCTION DIRECTOR



**Reports to:** Worship Leader

**Classification:** Full-Time Exempt

## OVERVIEW

The **Production Director** is responsible for overseeing and leading all technical production elements for services, events, and ministry programming for **Mt. Pisgah Baptist Church**. The Director will work closely with the Worship Leader and Creative Team to ensure that worship environments are distraction-free, excellent, and intentionally designed to support the message of the Gospel. The Production Director will recruit, train, and lead a volunteer team to support the mission of Mt. Pisgah - **loving, growing, serving, and going**.

## QUALIFICATIONS

- A born-again follower of Jesus Christ, baptized by immersion, with a growing personal walk with the Lord
- Experience in church production, worship technology, or live event production
- Strong technical skills in ProPresenter, Ableton, audio systems, lighting consoles, cameras, and livestream equipment
- Ability to program lighting cues, create Ableton sets, and build ProPresenter files
- Excellent organizational and administrative abilities, including scheduling and managing volunteers at multiple locations
- A strong communicator capable of leading, instructing, and developing volunteers
- Ability to troubleshoot technical issues quickly under pressure
- Self-motivated, reliable, and capable of completing tasks efficiently
- Willingness to serve in a ministry-first environment where weekends and special events require flexible hours
- Affirm the Baptist Faith and Message 2000
- Maintain a consistent Christian lifestyle in personal habits including abstention from drugs, alcohol, and tobacco
- Integrity in speech and social media activity

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## RESPONSIBILITIES

- Oversee all technical elements of worship services, including video, lighting, media, livestream, and special occasion audio.
- Recruit, equip, and schedule volunteer production team members for Sundays, Wednesdays, and special events
- Collaborate weekly with the Worship Leader to plan and prepare worship services
- Build and prepare ProPresenter files for weekend services, including lyrics, sermon slides, and creative content
- Create and program Ableton sets for music transitions, click tracks, and guide cues
- Program lighting cues and scenes for weekly services and special events
- Oversee and manage the church livestream, ensuring quality and consistency across platforms and multi-campus model
- Provide production support to other church ministries and events as needed
- Maintain and organize all technical equipment, cables, storage rooms, and booth areas
- Train volunteers on cameras, lighting, ProPresenter, Ableton, and livestream systems
- Maintain organized digital file systems and databases for media, audio files, Ableton sessions, and lighting shows
- Maintain software and computer updates and/or subscriptions across all campuses
- Participate in weekly production meetings
- Other duties as assigned by the Worship Leader or Senior Pastor

## EXPECTATIONS

- The Production Director is expected to support the mission of Mt. Pisgah by carrying out primary responsibilities and offering support in additional ministry areas as needed
- Active church involvement is essential to maintaining effective teamwork, unified ministry execution, and mission alignment
- Must be committed to excellence in worship environments while maintaining a humble, servant-hearted posture toward volunteers, staff, and congregation