

POSITION TITLE: Multi-Site Production Director, Online and OR

CAMPUS OR TEAM: Central Support

REPORTS TO: Director of Creative Production

SALARY OR HOURLY: Salary

HRS PER WEEK: 40+

POSITION SUMMARY

The Multi-site Production Director accelerates the mission of CedarCreek by leading and overseeing all aspects of the locations that receive the broadcast including online and Oregon, ensuring weekend services are executed with excellence for those locations.

POSITION RESPONSIBILITIES:

- OR Production - 10-12 Hours:
 - o Oversee the recruitment, development, and scheduling of the DreamTeam for Oregon campus for Sunday services and special events.
 - o Oversee all production needs at OR Campus in auditorium and all spaces
 - o Be a part of OR campus team attending campus staff meeting and assisting with any campus projects
 - o Carry the vision for weekend service programming and implement at the OR Campus with the OR DreamTeam and campus team.
- Central and Online – 28-30 Hours:
 - o Carry the vision for weekend service programming and implement for online with excellence, this includes collaboration with Perrysburg Music Director, including managing media uploads for online platforms.
 - o Oversee the online experience including:
 - Scheduling team and ensuring quality of online experience
 - Recruiting, developing and training online team
 - Collaboration with Perrysburg Team for guest experience
 - Attend Perrysburg Sat night with online team to ensure excellence
 - o Attend weekly Arts Department meetings.
 - o Work with Central Production Staff to ensure all technical needs for OR and online weekend services are met.
 - o Communicate specific needs, feedback, and issues with online and Oregon.
 - o Be available to train and assist with tickets and central team on all production functions including lighting, LED walls, tech, etc.
 - o Assist with Central Production projects.
 - ProPresenter builds
 - Central walk through and run through
 - Stage sets – builds and set-up
 - Assist lead pastor on message slides and notes

- Staff meeting
- Assist with solving CreekHelp tickets for online, Oregon and other campuses as needed

POSITION REQUIREMENTS:

- Being a tithing Missional Member in good standing at CedarCreek Church
- Attendance at a weekend service and in a Group or on the DreamTeam
- Modeling and championing the Mission, Vision, and Core Values of CedarCreek Church
- Honoring the CedarCreek Church Staff 10 Points of Accountability
- High level knowledge of Production systems and equipment
- Can lead and develop Production DreamTeam members

MEASUREMENTS:

The position will be evaluated by the following quantifiable measurements:

- Online Production DreamTeam is fully staffed and trained every weekend.
- Number of new Production Team members added through Growth Track.

ACCOUNTABILITIES:

The position will also be held accountable for the following:

- Ensuring that Staff, Church, Campus, and Ministry values are upheld personally and among the DreamTeam
- Maintaining good fiscal responsibility, stewarding resources with excellence
- Maintaining unity within all Departments, Campuses, and Ministry Areas
- Maintaining a positive mental attitude regarding the Church and its Leadership and Ministry Services in the presence of Guests, DreamTeam Members, and Staff at all times

DISCLAIMER

Nothing in this job description restricts the right of the Position's Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

ADA List for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:

- **Climbing.** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. **This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.**
- **Balancing.** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. **This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.**
- **Stooping.** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Kneeling.** Bending legs at knee to come to a rest on knee or knees.
- **Crouching.** Bending the body downward and forward by bending leg and spine.
- **Crawling.** Moving about on hands and knees or hands and feet.
- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.
- **Walking.** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing.** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Pulling.** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Lifting.** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical requirements of this position.

- **Medium work.** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

The conditions the worker will be subject to in this position. *(Please select all that apply and remove the ones that don't)*

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to both environmental conditions. Activities occur inside and outside.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

