**Position Title:** **Director of Production** **Department: Arts**

**Reports to: Campus Pastor**  **Campus: Perrysburg**

**Hours Per Week: 40 Hourly**

**Position Summary:**

Provide leadership to the campus production team while creating a great experience in the auditorium and for the broadcast.

**Position Responsibilities**

* Developing/scheduling – campus production team for weekend services and special events.
* Setup meetings and follow ups with contacts given after week 4 of GrowthTrack
* Building community and cultivating spiritual growth through Groups and GrowthTrack – campus production team.
* Attending weekly department & staff meetings.
* Engage in Perrysburg Campus specific events throughout the year
* Lead a group each semester for the Perrysburg Campus
* Work with Central Support to ensure all technical needs for the weekend services are met.
* Schedule and run pre-record on Wednesdays.
* Execute stage design, maintenance, repairs and aiming lights under the direction of Central Support.
* Support central production projects with any available extra hours.
* Responsible for the in auditorium and broadcast experience.
* Responsible for the production of Perrysburg Campus specific events.

**Position Requirements:**

* Being a tithing, Missional Member in good standing at CedarCreek Church
* Championing the 5 Agreements of CedarCreek Church
* Attendance at a weekend service and in an adult LifeGroup
* Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
* Honoring the CedarCreek Church Staff 10 Points of Accountability
* Are you proficient at operating sound/lighting/switcher/computers?
* Are you dedicated to consistently making things great with excellence as a top value?
* Are you a continual learner and have a “make it better” mentality?
* Are you someone that people naturally want to follow?

**Measurements:**

The Positionwill be evaluated by the following quantifiable measurements:

* Production team is fully staffed and trained every weekend via the DreamTeam Leadership Structure
* Ensuring all video and audio standards are met for both the auditorium and broadcast.

**Accountabilities:**

The Positionwill also be held accountable for the following:

* Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
* Maintaining good fiscal responsibility, stewarding resources with excellence.
* Maintaining unity within the Arts Department, across all Campuses and Ministry Areas.
* Maintaining a positive mental attitude regarding the Church and its leaders, Ministry Services, and in the presence of guests, staff and volunteers at all times.

**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.**

* None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

**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.